

Army Reserve Readiness Training Center Fort McCoy, Wisconsin

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DJMS-RC Procedures Manual (USARC Pamphlet 37-1)

(1 July 1996)

with

Change 1, 1 April 1995

Change 2, 1 January 1998

included

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(1 November 1999)

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[NOTE: This electronic version of Pam 37-1 has Changes 1 and 2 incorporated. Change transmittal sheets are in front of the basic document. Some figures in this document are only available in the hardcopy of the publication.]*



DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENT (DJMS-RC) Procedures Manual

U.S. ARMY RESERVE COMMAND
3800 NORTH CAMP CREEK PARKWAY SW
ATLANTA, GA 30331-5099

1 July 1994

REPRINT

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Financial Administration
DEFENSE JOINT MILITARY PAY SYSTEM -
RESERVE COMPONENT (DJMS-RC)
PROCEDURES MANUAL

History. The first printing of USARC Pamphlet 37-1 was originally published 1 Jul 94 and subsequently change 1 was published on 1 Apr 95. This printing publishes change 2.

Summary. This change provides current information on the Defense Joint Military Pay System-Reserve Component (DJMS-RC) system. Although some changes are cosmetic in nature, most of the changes are connected with system software changes and/or upgrades to the hardware/software and changes in the laws and policies governing military pay.

Suggested improvements. The proponent of this change is the Deputy Chief of Staff, Comptroller (DCSCOMPT). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-COF-B, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

FOR THE COMMANDER:

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1. Make the following pen and ink changes to USARC Pamphlet 37-1, 1 Jul 1994:

a. Add the following to the Glossary, Section I:

DODFMR DOD Financial Management
Regulation
IET initial entry training
SSD Single Source Data
TAPDB-R Total Army Personnel Data Base -
Reserves

b. Add the following to page H-3 (LES Remarks), after "Adjustment remarks" bullet:

• **Held Pay Status remarks:**

(Displays when soldier's account is placed in held pay status)

+ TOTAL NET PAY (\$ amount) RETURNED. ACCOUNT
PLACED IN HPS.

-OR-

+ ENTITLEMENTS PROCESSED BUT NOT PAID. MEMBER
STILL IN HPS.

-OR-

+ FUNDS RELEASED FROM HELP PAY STATUS.
FUNDS RECEIVED FROM (YYMMDD) IN THE AMOUNT
OF (\$ amount).

2. Remove old pages and insert new pages as follows:
(The following symbol [#] preceding a paragraph or subparagraph on replacement pages indicates new or changed material within that paragraph. These changes or new information are shown in **bold, underlined, and italics**)

text. Entirely new pages have text in the usual publication font styles.)

Remove pages

Title page through iii
1-1 through 1-3
2-1 through 2-10
3-1 through 3-8
4-1 through 4-1
5-1 through 5-3

6-1
7-1 through 7-2
8-1 through 8-3
9-1
A-1 through A-4
C-1 through C-6
D-1 through D-2
D-11 through D-14
G-1 through G-11

J-1 through J-2

Insert pages

Title page through iii
1-1 through 1-4
2-1 through 2-11
3-1 through 3-8
4-1 through 4-1
5-1 through 5-3
5-4 through 5-7 (*New*)
6-1
7-1 through 7-2
8-1 through 8-3
9-1 through 9-4 (*New*)
A-1 through A-4
C-1 through C-6
D-1 through D-2
D-11 through D-14
G-1 through G-11
G-12 through G-21 (*New*)
J-1 through J-2
J-63 through J-64 (*New*)
L-1 (*New*)
M-1 through M-7 (*New*)
N-1 through N-2 (*New*)

3. Upon completing the above changes, file this transmittal sheet in front of the publication.

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Financial Administration
DEFENSE JOINT MILITARY PAY SYSTEM -
RESERVE COMPONENT (DJMS-RC)
PROCEDURES MANUAL

History. The first printing of USARC Pamphlet 37-1 was originally published 1 Jul 94. This printing publishes change 1.

Summary. This change updates information on the Defense Joint Military Pay System-Reserve Component (DJMS-RC) system. Most of the changes are system software changes and/or upgrades to the hardware/software, and changes in the laws and policies governing military pay. This change also adds appendix K to the manual.

Suggested improvements. The proponent of this pamphlet is the DCSCOMPT. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-F, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

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1. Make the following pen and ink changes to USARC Pam 37-1, 1 July 1994:

a. Page iii, Contents, paragraph 5-11, "Transfer of SLRP/HPLR participants": **Delete paragraph title and replace with the following:**

Processing SLRP/HPLR claims 5-11

b. Page iii, Contents, Appendixes: **Add the following after Appendix J:**

K. Transaction Identification Number (TIN) Chart

c. Page 1-2, paragraph 1-11, last sentence: **After the words "See appendix B", add a comma and the following:**

paragraph B-6

d. Page 2-2, table 2-1:

(1) At the bottom of the table, add the following under the "FORM" column:

DA Form 5261-5-R

(2) At the bottom of the table, add the following under the "REASON" column:

Prior Service Enlistment Bonus

e. Page 2-9, table 2-3:

(1) Change the AFTP Limit (third number down on the right), from "24" to: **48**

(2) Below the table, add the following:

NOTE: Do not permit soldiers to perform ET or RST in October for drills missed in August or September. The fiscal year count will create problems in the soldier's pay account. Refer to AR 140-1 for guidance.

f. Page 2-10, paragraph 2-33a, second sentence: Change "block 7" to read: **block 8.**

g. Page 5-3, paragraph 5-11: Replace entire paragraph with the following:

5-11. Processing SLRP/HPLR Claims
Units should submit soldier's claim packet to the following address: Directorate of Resource Management, ATTN: AFRC-FM-RMR-M (SLRP), 1948 S. 11th Avenue, Fort McCoy, WI 54656-5122.

h. Page C-4, section III: Delete the section title and replace with the following:

Army DAOs and F&AOs with Reserve pay input capability

i. Page A-2, top left, DA Form 3037 (Statement of Claimant Requesting Stop Payment on a Check):

Add second sentence as follows:

Replaced by DD Form 2660.

j. Page A-3: Add the following between DD Form 2475 and SF 1174:

DD Form 2660 (Statement of Claimant Requesting Recertified Check)

Used by soldier to request stop payment on a U.S. Treasury check.

k. Page G-6, 1st column, under BONUS TYPE, Codes used: Add the following: 3=High Priority Unit

l. Page G-8, 1st column, under PAY-STATUS, Codes used: Z=ADT or ADSW of more than 90 days:

Change “90 days” to read: 30 days

m. Page G-18, 2d row of numbers, below number “31”: Change number “24” to read: 48

n. Page J-24, figure J-50, last line, under “Valid TPCATs:” Between the letters A and M, add the letter: G

o. Page J-25, at top of page, 1st column, under “TPCAT codes:”

(1) Delete: **E - Enlisted soldier**

(2) Add: **G - Active Guard Reserve (AGR) soldier.**

-p. Page J-25, at top of page, 2d column, under “MPC codes:”

(1) Delete: **G - Active Guard Reserve (AGR) soldier**

(2) Add: **E - Enlisted soldier**

q. Page J-50, figure J-117, at bottom of box, under the “AFTP 31 (3)” column: Change the number “24” to read: 48

2. Remove old pages and insert new pages as follows: (The following symbol preceding a paragraph, subparagraph, or portion on replacement pages indicates new or changed material: [#])

Remove pages

2-7 through 2-8

3-1 through 3-4

3-7 through 3-8

8-1 through 8-3

C-1 and C-2

D-5 and D-6

F-1 and F-2

Insert pages

2-7 through 2-8

3-1 through 3-4

3-7 through 3-8

8-1 through 8-3

C-1 and C-2

D-5 and D-6

F-1 and F-2

K-1 through K-2

3. Upon completing the above changes, file this transmittal sheet in front of the publication.

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY RESERVE COMMAND
3800 NORTH CAMP CREEK PARKWAY SW
ATLANTA, GEORGIA 30331-5099
1 July 1994

Change 2, USARC Pam 37-1
* USARC Pamphlet 37-1

Financial Administration
DEFENSE JOINT MILITARY PAY SYSTEM -
RESERVE COMPONENT (DJMS-RC)
PROCEDURES MANUAL

History. This is the initial publication of USARC Pamphlet 37-1.

Summary. This pamphlet contains information about U.S. Army Reserve (USAR) pay entitlements and instructions in the preparation of documentation for pay input for USAR soldiers. It outlines standard procedures for military pay administration under Defense Joint Military Pay System - Reserve Component (DJMS-RC). The unit pay administrator (UPA) should refer to this pamphlet in preparation of pay transactions and for maintenance of soldier's pay accounts.

Applicability. The provisions of this pamphlet apply to the U.S. Army Reserve (USAR) Troop Program Units (TPU) throughout the U.S. Army Reserve Command (USARC). This pamphlet is issued for information, guidance, and administration of USAR pay; it supersedes existing USARC pay training manuals. This pamphlet impacts on unit readiness and mobilization. Local reproduction is authorized.

Interim changes. Interim changes to this pamphlet are not official unless authenticated by the Deputy Chief of Staff, Information Management (DCSIM). Users will destroy interim changes on their expiration date unless superseded or rescinded.

Suggested improvements. The proponent of this pamphlet is the DCSCOMPT. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-COF-F, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

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* This pamphlet supersedes FORSCOM Pamphlet 37-2, 15 January 1990

Change 2, USARC Pam 37-1

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Glossary

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Chapter 1 General

Section I Introduction

1-1. Purpose

This manual provides the procedures for USAR unit pay administrators to comply with DJMS-RC input requirements. It provides standard procedures in the completion of forms and other documentation necessary for input to soldier's pay accounts maintained centrally at Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN).

1-2. References

Required and related publications, and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Guidance

This pamphlet provides guidance to unit commanders in the preparation of documentation, and the establishment, maintenance, and administration of TPU-assigned soldiers' pay accounts on DJMS-RC. Appendix B provides instructions for use and completion of the USARC forms prescribed by this pamphlet (USARC Forms 22-R through 30-R).

[#] 1-5. Policies

Policies related to USAR pay are prescribed by Headquarters, Defense Finance and Accounting Service and are covered in DODFMR Volume 7A.

Section II Background

[#] 1-6. "Drilling Reservists"

The Army Reserve is one of the three major parts of the United States Army. The other two parts are the Active Army (sometimes called the "Regular Army") and the Army National Guard. Within the Army Reserve there are several types of Reserve soldiers. The primary focus is on the "Drilling Reservists". These are the soldiers who meet on scheduled dates with their units (called "troop program units" or "TPUs") to train and accomplish basic administrative functions. These TPUs are very similar to units in the Active Army, except that they only operate part-time. To be precise, they meet during 48 drills and a 2-week annual training(AT) per year.

1-7. Reserve training drills

a. Each Reserve training drill is at least 4 hours long. The drills can be grouped during a weekend (two drills on Saturday and two drills on Sunday), or they can be spread out during the month (a drill every Tuesday night), or they

can be combined in any other way that meets the needs of the unit commander (see AR 140-1).

b. These drills are known formally as Unit Training Assemblies (UTAs). Groups of them, such as a Saturday and Sunday drill weekend, are known as MUTAs (Multiple UTAs). Reservists attending these assemblies are performing inactive duty training (IDT). A reservist receives a day of basic pay for each 4-hour drill period performed satisfactorily.

c. All unit members also attend 2 weeks of annual training (AT) each year. This training is often referred to as "Summer Camp" even though the AT period could be scheduled in the spring, fall, or winter. During this training, the Reserve soldiers are ordered to active duty and given essentially the same pay and allowances as their counterparts in the Active Army.

[#] d. All payments for the above described duty are paid by the central site, DFAS-IN, located at 8899 East 56th Street, Indianapolis, Indiana 46249-0801. Figure 1-1 charts the flow of data through the Reserve pay network effecting pay and maintaining the soldier's pay account on DJMS-RC.

(1) As you can see, documentation flows from various sources into the Reserve Component Pay Support Offices (RCPSO) and DFAS-IN which is translated into computer transactions and entered into soldiers' pay accounts to effect payment and keep it updated in the process.

(2) Figure 1-2 shows in which states the RCPSOs are located. These RCPSOs transmit data electronically to DFAS-IN literally every day to feed a continuous flow of data to the Master Military Pay File (MMPF).

e. When a soldier is ordered to duty for 30 or more days, follow the procedures in paragraph 3-5c.

1-8. Reserve Component Input Subsystem (RCIS)

a. Payment for all Active Duty for Training and Inactive Duty Training is paid centrally by DFAS-IN. Field activities are responsible for creating pay related transactions for input to the central site, and the RCIS was developed to meet the requirements of DJMS-RC.

[#] b. Although the primary purpose of RCIS is to support the USAR, it also is used to support ARNG soldiers when they perform active duty at a site where RCIS is fielded. The RCIS deployment sites include the RCPSOs (formerly RC Input Stations) and selected Defense Accounting Offices (DAOs), Defense Military Pay Offices (DMPOs) and Finance Battalions (FBs). Active Army RCPSOs are those providing military pay support to ARNG and USAR soldiers performing active duty type training at their locations.

c. RCIS is a PC-based, menu-driven subsystem with all major functions initiated from the RCIS main menu. All processes are accomplished via a series of interactive screens which prompt the operator to enter data required for the specified function. The system software is highly portable and can be operated in a networked environment (USAR-servicing RCPSOs only) or on a stand-alone PC. The RCIS is connected to DFAS-IN, via the DJMS communications network, for the electronic transmission of input transactions and output such as rejects, advisories, and

other management notices and reports. The RCIS allows the user to create and send transactions for reporting all types of Reserve duty and maintenance of the soldier's Master Military Pay Accounts (MMPA).

d. The RCIS is primarily, as the name implies, an "input" subsystem. Pay data is gathered at field sites, key entered and electronically transmitted to DFAS-IN for "input" into DJMS-RC.

1-9. Reserve Component Pay Support Offices (RCPSOs)

To increase flexibility and provide the best pay support possible, servicing RCPSOs were restructured into small pay support teams. The number of pay support teams at an RCPSO can range from 5 to 9. The number of teams at each RCPSO is determined by the number of accounts serviced. Each team provides the full range of services, except processing travel vouchers, that were previously provided by the RC Input Stations. Each team is assigned a specific MSC and an individual site identification number. Each servicing RCPSO also has a walk-in support team. The walk-in pay support team provides on-site, walk-in support of individual ADT/ADSW claims of 30 days or more. The pay support teams remain physically located at the input station site and function as an independent entity providing total support to a smaller number of soldiers.

[#] Section III **Single Source Data**

1-10. Background

a. The General Accounting Office (GAO) cited the lack of a personnel and pay interface in their audit of military pay and identified this as a material weakness. The Office of the Under Secretary of Defense (OUSD) directed an interface between military personnel and pay systems be developed. The strategy developed was a Single Source Data (SSD) concept in which the personnel system would provide data to the pay system. Specifically, the Total Army Personnel Data Base-Reserves (TAPDB-R) would electronically provide common data directly to the Defense Joint Military Pay System-Reserve Component (DJMS-RC) for Army Reserve soldiers.

b. The Office of the Under Secretary of Defense-Personnel/Readiness (OUSD P/R), Headquarters, Department of the Army (HODA) and the Office of the Deputy Chief of Staff Personnel (ODCSPER) hosted a meeting resulting in an Army Reserve strategy and the establishment of a work group to initiate actions for interface and completion of a Memorandum of Understanding (MOU). The Office of the Chief of Army Reserve directed the USARC to implement SSD prior to the formal MOU being developed. On 4 August 1996, the USARC implemented SSD on an interim basis by uploading personnel data items to DJMS-RC. On a weekly basis the USARC DCSPER created updates from SIDPERS-USAR and the DCSCOMPT transmitted these files electronically. This data file included accessions, transfers, and separations. Effective 21 July 1997, this interim procedure was

terminated do to the implementation of SSD from TAPDB-R direct to DJMS-RC.

[#] 1-11. Single Source Data fielding

a. In July 1997, the official feed of data from the Total Army Personnel Data Base -Reserve (TAPDB-R) to the Defense Joint Military Pay System-Reserve Component (DJMS-RC) was implemented. This interface between Personnel and Pay includes soldiers assigned to CONUS Troop Program Units as well as those assigned to the 7th and 9th ARCOMS plus the Special Operations Command. The first release of this personnel/pay feed included Accession, Transfers, Separations, Change Name and Change Social Security Number (SSN) transactions. SSD will be fielded in several releases with additional data fields identified and included in the Personnel/Pay data feed.

b. Under SSD, corrections to the Master Military Pay File (MMPA) for transactions fielded must be made using the personnel and SSD system. Actions sent directly to Finance for input will be returned without action. Exceptions to this policy will only be made when it can be established that the action was taken on personnel but the MMPA was not updated.

[#] 1-12. Exception processing for Single Source Data **There are two types of exceptions to Single Source Data:**

a. The transactions were accepted in TAPDB-R and did not process on DJMS-RC. These exceptions can be submitted directly from the unit/command to the Reserve Component Pay Support Office (RCPSO), provided one of the documents listed in paragraph 1-13 are submitted in addition to the required substantiating pay documentation.

b. The transactions were not accepted in TAPDB-R and emergency situations require processing the pay transaction prior to the personnel file fix. One example of this would be mobilization. These exceptions require approval from the Reserve Pay Division, HQ, DCSRM, Fort McCoy or the USARC, Deputy Chief of Staff Comptroller. The unit must submit the request through the proper pay chain of command.

[#] 1-13. Acceptable documents

The following are acceptable documents to support direct submission to the RCPSO for correction of a pay file:

a. SIDPERS-USAR Action Register by unit. The SIDPERS-USAR Action Register by unit contains an "as of date" located in the upper right hand corner. This date must be at least 2 weeks old. This register with required pay documentation is acceptable for processing and exception to policy.

b. Personnel Qualification Record (PQR) is mailed to the unit from ARPERCEN after the transaction is processed on SIDPERS or the PQR can also be generated from SIDPERS-USAR by the personnel section at the Regional Support Command/Direct Reporting Command (RSC/DRC).

[#] Section IV
Pay Documentation

[#] 1-14. General

Before any soldier can be paid for duty, a Master Military Pay File must be established. Although SSD establishes the pay account, it is imperative that each account is reviewed for accuracy. The UPA must review each pay record and submit appropriate documentation to complete/correct the account. Submit corrections using either the pay or personnel channels as required by the data field.

[#] 1-15. Transmittal Letter, USARC Form 26-R

a. Unless otherwise specified, submit all pay claims and documents supporting changes to a soldier's pay account to the servicing RCPSO on a Transmittal Letter (TL), USARC Form 26-R. Do not use the TL as a document to substantiate changes to the soldier's account or to verify performance data. Transactions should normally be limited to 10 per TL. There may be exceptions for special conditions such as unit annual training. See appendix B, paragraph B-6 for instructions on completing the USARC Form 26-R.

b. The signature on the TL may be that of the UPA.. There is no requirement for DD Form 577 (Signature Card) to be prepared granting the UPA authority to sign the TL. Likewise, the RCPSO no longer requires a DD Form 577 for verification of the signature on the TL. However, the commander must sign a memorandum granting signature authority to the UPA and others (as necessary) for the unit to maintain in the unit files.

RESERVE PAY SYSTEM

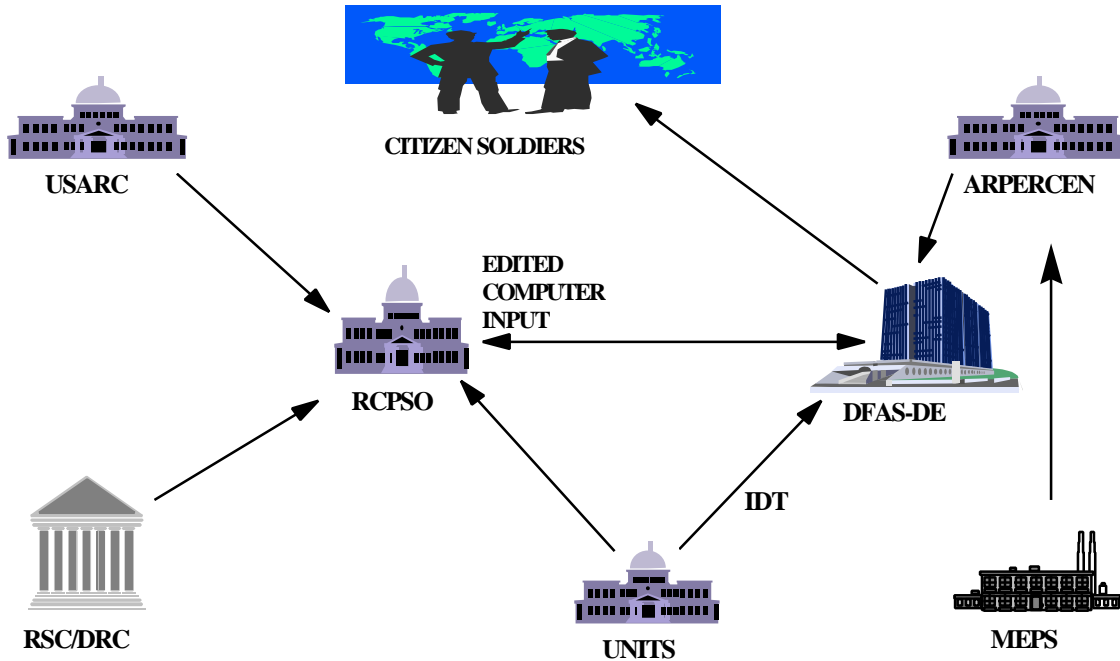


Figure -1-1. Data flow through the Reserve pay network

RCPSO SUPPORT AREA

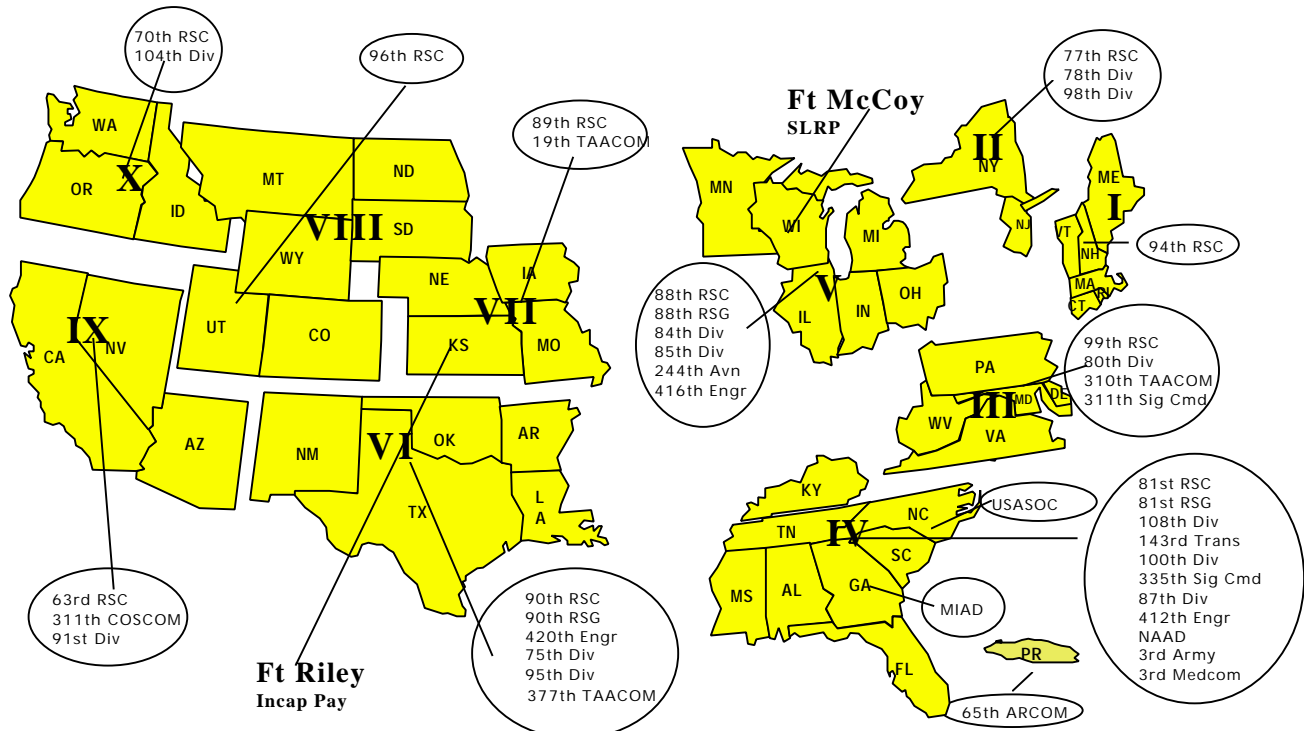


Figure 1-2. Map of RCPSO locations

Chapter 2

Account Maintenance

Section I

Accessions

[#] 2-1. Packet preparation and submission
Soldiers enlisting through the Military Entrance
Processing Stations (MEPS), assigned to the unit from an
Army Transfer Point, and accessed from a control group
have their accession data submitted direct to DJMS-RC
through TAPDB-R using the Single Source Data
personnel data feed. Unit Pay Administrators (UPAs)
need to have a working knowledge of the accession
process to facilitate review of the MMPA to correct
/complete the pay file as necessary. Units only submit
accession packets when it is determined that an exception
(as stated in paragraph 1-12) exists. The unit is
responsible for submitting to the servicing RCPSO any
additional documentation required to complete/correct the
pay account. A soldier assigned to a control group and
participating in IDT assemblies for points only does not
receive pay; therefore, he or she should not be accessed to
the DJMS-RC.

[#] 2-2. Accession documentation
Appendix D describes the substantiating documents
required to update a soldier's pay account. Although
accessions are processed through Single Source Data,
there may be exceptions when a full accession through the
RCPSO (refer to para 1-12) is required. Table 2-1 gives a
breakdown of which documents are submitted and why.

[#] 2-3. Accession data elements
Specific data elements found on the accession documents
include:

a. Name and Social Security Number (SSN).

(1) It is very important that these items be correct.
If the name or SSN is incorrect in the pay file, input
corrections to the personnel file. This correction
generates a correction to the pay file through SSD. If the
personnel file is correct and the pay file is wrong, refer to
paragraph 1-12 for exception processing. Refer to pay
adjustment procedures in paragraphs 2-14 b and c.

(2) Usual Source document: DD Form 1966/1 or
Assignment Orders

b. Pay Grade.

(1) Determination of pay grade is usually simple.
A major is an "O4" and a staff sergeant is an "E6" (and
so on). But remember that company-grade officers, 2LT
through CPT, with over 4 years of ACTIVE enlisted
and/or warrant service, are entitled to a higher rate of pay.
In order to receive the higher pay rate, their prior service
has to be documented by DD Form 214, NGB Form 22
(for National Guard Transfers), or a DA Form 1506
authenticated by ARPERCEN. Keep in mind that,
documentation for company-grade officers with prior
enlisted and/or warrant service may be more extensive
than for other officers and soldiers.

(2) Usual source document: DD Form 1966/1 or
Assignment Orders.

c. Pay Entry Basic Date (PEBD) (in DJMS-RC it is
Pay Date).

(1) A soldier's pay rate is determined both by pay
grade and by years of service. (For instance, a sergeant
with 8 years of service will earn more than a sergeant with
6 years of service.) So a soldier can be credited with prior
service, it is sometimes necessary to document the prior
service by sending the RCPSO a DD Form 214, a DA
Form 1506 authenticated by ARPERCEN, or other
statement of service. If no PEBD is provided and no prior
service is documented, use the soldier's date of assignment
to the unit as the PEBD. Submission of documents to
correct the PEBD automatically adjusts the soldier's pay
for all drills paid within the record span. (NOTE:
Soldiers in the grade of E8 or E9 must have 8 years and
10 years of service, respectively, or the input will reject.)

(2) Usual source document: DD Form 1966/1
(item 20C) for enlistees or ARPERCEN Assignment
Orders.

d. Sex Code.

(1) Is required for mobilization to pay enlisted
uniform allowance.

(2) Usual source document: DD Form 1966/1 or
assignment orders from ARPERCEN.

e. Pay Status Codes.

(1) These indicate a soldier's eligibility to be paid
for attending drills. The code is indicated in block 9 of
item 21 on the DD Form 1966/1. For non-prior service
enlistees, code "A" is established, but non-prior service
indicator code "6" is also posted to the account. For
prior-service soldiers, and for soldiers assigned from a
control group, another Reserve Component unit, or from
the Active Component, the Pay Status Code is almost
always "A".

(2) Usual source document: DD Form 1966/1 for
enlistees.

f. Tax Withholding Exemptions.

(1) The number of exemptions claimed by a soldier
on Treasury Form IRS W-4 determines the rate at which
taxes are withheld from pay. (If no W-4 has been
completed, taxes are withheld at the highest rate:
single/zero "S0".) Remember that a married person may
claim the higher single rate, so don't assume that because a
soldier is married he or she will be claiming the married
rate.

(2) Only source document: Treasury Form IRS
W-4.

g. Additional Withholding Tax.

(1) A Reserve soldier may wish to have more taxes
withheld from pay than the tax tables provide for. In such
cases, the additional withholding tax is requested on the
Treasury Form IRS W-4.

(2) Only source document: Treasury Form IRS
W-4.

h. State Tax.

(1) Usually a soldier's mailing address indicates the
state of residence, but there may be instances when a
different state is claimed for tax purposes. The state

indicated on DD Form 2058 should be considered the soldier's legal state of residence for tax purpose.

(2) Source document: DD Form 2058.

i. Date of Assignment.

(1) The effective date of assignment should be shown on all assignment orders. In the case of enlistments, the date of enlistment on DD Form 4 is the date of assignment. DJMS-RC does not accept future effective dates of assignment.

(2) Usual source document: DD Form 4 or Assignment Orders.

j. Personnel Accounting Symbol (PAS).

(1) This eight-digit code is comprised of the two-digit RCPSO site ID (see app C) and the six-digit Unit Identification Code (UIC) which is found on the assignment orders or the DD Form 1966/1. (Ensure, for instance, that the assignment orders do not indicate assignment to battalion headquarters if assignment is really being made to a subordinate unit.) If necessary, request amendment of the assignment orders or, if assignment is to another unit within the command, request reassignment orders. (NOTE: Commanders are authorized to endorse orders issued by another headquarters to change the duty station if it is different from the assigned station or incorrectly identified.)

(2) Usual source document: DD Form 1966/1 (item 21(3-7)) or Assignment Orders.

k. ETS (Expiration Term of Service) Date. (Enlisted soldiers only.)

(1) Soldiers with no prior service who enlist in the Army Reserve incur a military service obligation of 8 years. Not all of this time must necessarily be spent in a troop program unit. Soldiers commonly enlist for 6 years in a unit and 2 years in a control group of the Individual Ready Reserve (the "6x2" enlistment). The term of their drill commitment is shown on DA Form 3540/2 (Acknowledgement of Service Requirements). Therefore, a person who enlists for 8 years may require separation from the pay file ("SEP transaction") before completing the full term of the enlistment.

(2) Usual source document: DD Form 4 (with DA Form 3540/2 for NPS) or DD Form 214 or Assignment Orders.

l. Benefit and Waiver Status.

(1) A reservist may not receive both pay for Reserve duty and compensation for prior military service (either VA benefits or retirement pay). Therefore, each reservist must complete DA Form 3053 (to declare retirement pay), and VA Form 21-8951 (to declare VA benefits).

(2) Even if the soldier is not receiving either of these benefits, he/she must complete both forms. If the soldier is receiving either benefit, the commander, as well as the soldier, must sign the appropriate forms. A copy of the forms should be sent to the input station, a copy should be given to the soldier. If the soldier declares either benefit, the original of the forms must be forwarded to the agency or service indicated on the form.

(3) Only source documents: DA Form 3053 and VA Form 21-8951.

m. Servicemen's Group Life Insurance (SGLI) Election.

[#] (1) This information establishes a level of life insurance coverage in \$10,000 increments from zero to \$200,000. By law, all soldiers are automatically enrolled for \$200,000 in SGLI coverage. To elect a different level or no coverage, the soldier must prepare and submit an SGLV Form 8286 to the RCPSO. Unless the RCPSO receives an SGLV Form 8286, the soldier is insured automatically for \$200,000.

(2) Only source document: SGLV Form 8286.

n. Incentive Pays.

(1) If the soldier is eligible to receive flight pay, jump pay, dive pay, demolition pay, or pay for experimental stress duty, the orders assigning the soldier to the duty should be submitted with the accession package.

(2) Only source document: Orders.

| [#] Table 2-1. Accession documents submission | | |
|--|--|---|
| TYPE OF DOCUMENT | FORM | REASON |
| REQUIRED TO SUBMIT | | |
| ■ Enlistment Contract | DD Form 4 DD Form 1966/1,2 DA Forms 3540/2,4 <u>DA Form 3540-1-R</u> DD Form 214 -----> | <u>RASP (Test) Certificate & Acknowledgement of Service Requirements</u> (Need only if soldier assigned to unit from Active Duty at Army Transfer Point where no USAR DD Form 4 or assignment order is available.) |
| OR | | |
| ■ Assignment Orders | | Need if soldier is assigned to unit from ATP or a Control Group. |
| OR | | |
| ■ Appointment Orders | | Can substantiate accession if officer's appointment specifies a unit of assignment. |
| SHOULD SUBMIT | | |
| ■ Pay Option Forms | | SF 1199A/DA 3685 Submit SF 1199A when pay option is SURE-PAY. If soldier is authorized to elect home of record, a DA Form 3685 is submitted. |
| ■ Tax Withholding Form | Treasury IRS W4 | If soldier has not completed a W4, taxes are withheld at the single with zero dependents rate (S0). |
| ■ State of Legal Residence | DD Form 2058 | If soldier has not completed this form, state of legal residence is established from the DD Form 4 or accession orders. |
| SUBMIT IF APPLICABLE | | |
| ■ Hazardous Duty Pay Substantiation | Orders and/or Aero. rating | If soldier is eligible for Flight Pay (Crew or Non-Crew), Jump Pay, Demolition Pay, or Experimental Stress Duty Pay, submit orders. |
| ■ Verification of Prior Service | DD Forms 214/215 NGB Forms 22/23 Discharge Orders DA Forms 2139/2349 DA Form 3686 DA Form 1506 | If prior service is not documented, soldier's Prior Service assignment date should be used as the PEBD. If correct PEBD is not shown on DD Form 4, submit any combination of the forms shown or other service statements. |
| ■ Declaration of Benefits (send copies, not originals) | DA 3053 and VA 21-8951 | If soldier has not completed these forms, pay account should be established as if no benefits are received. |
| ■ SGLI Exception | SGLV Form 8286 VA Form 29-8285 | By law, all soldiers are enrolled for \$200,000 SGLI unless they want to decline some or all of the coverage in writing. If soldier does not want \$200,000 insurance, submit SGLV 8286 or VA Form 29-8285, as applicable. |
| ■ ROTC/SMP Enrollment | DA Form 4824-R | Submit DA Form 4824-R and, if applicable, DA Form 4187 for advancement to Cadet/E-5. |
| ■ Bonus Agreements | DA Form 5261-R DA Form 5261-2R or DA Form 5261-3R <u>DA Form 5261-5-R</u> <u>DA Form 5261-1-R</u> <u>DA Form 5261-4-R</u> | If soldier qualifies for bonus, submit documentation in accordance with bonus program procedures. <u>Prior Service Enlistment Bonus</u> <u>Reserve Associate Support Program (RASP) (Test)</u> <u>SLRP Addendum for RASP (Test)</u> |

2-4. The UH022-2405 Master Military Pay Account (MMPA) History Report (RCS exempt, AR 335-15, para 5-2f)

a. The UH022-2405 MMPA History Report is referred to as the 2405 History Report from this point forward. Upon receipt of the 2405 History Report, review it to identify any errors or missing data. If errors are detected, submit applicable substantiating documents to the RCPSO promptly. The review and submission of corrected or missing data should be forwarded to the servicing RCPSO Pay Support Teams within 3 work days after receipt of the 2405 History Report.

b. Verification of a complete accession can be accomplished by reviewing the 2405 History Report (report breakdown in app G). Section one of the report contains a field called "GAIN". When there are three "Gs" posted in this field, the accession is complete. Until a mailing address is processed for the soldier, DJMS should issue no payments on the account. All performance data for accounts with no mailing address recycles up to eight paying updates (approximately 4 weeks) or until the mailing address is processed before rejecting. Units must ensure that each soldier's account has an accurate mailing address.

Section II Pay Options

[#] 2-5. General

a. Mailing address. The mailing address on the MMPA is used for mailing the LES and IRS TD Form W2. The mailing address is used as the check mailing address when an EFT waiver is approved. (NOTE: All soldiers are required to enroll in SURE-PAY which provides all pay through Electronic Funds Transfer (EFT). Participation is required for all soldiers enlisting or commissioned after 1 October 1987. Enlisted soldiers who entered the unit prior to 1 October 1987 were exempt from this requirement (grandfathered) until 1 October 1995. Grandfathered status was lost upon change of status (transfer between units), break in service, or reenlistment. Officers are exempt from the grandfathered clause.

[#] b. Sure-Pay Training Commanders need to provide training to soldiers on:

(1) The importance of a checking account to soldier preparedness;

(2) Maintenance (to include reconciliation) of the checking account;

(3) Penalties for issuing dishonored checks; and

(4) The minimum amount required to maintain a savings account.

[Commanders need to provide refresher training to reemphasize proper checking account maintenance skills for soldiers.]

[#] c. Financial Institution Services. Unit commanders should make information on local financial institutions, their services and types of accounts, and the cost of each account available to all soldiers.

2-6. Electronic Funds Transfer (EFT)

[#] a. To initiate EFT to a financial institution, the soldier must have an SF 1199A completed and signed by the financial institution or attach a copy of a voided blank check or savings account deposit receipt to the completed SF 1199A. The routing information and checking/saving account number can be determined by the servicing RCPSO and entered into the soldier's account. Once completed the soldier should provide the two copies of the SF 1199A to the unit for processing.

b. Forward the agency copy of the SF 1199A to the RCPSO. The RCPSO should update the soldier's pay account with the pay option.

[#] c. If the soldier's EFT account is in error or has been stopped and the soldier's MMPA option has not been changed, the EFT deposit should be returned by the financial institution to DFAS-IN. The EFT payment should be placed in a "held pay status" until a new EFT option is input to the MMPA. Once a soldier's pay is put into a "held pay status," all payments that may be payable are affected. No payment for any duty can be made on the account until an action to correct the EFT is submitted.

[#] 2-7. Check to address

Only those soldiers who have a command-approved waiver not to participate in the EFT program can have their checks sent to their mailing address.

a. Have the soldier complete and sign a DA Form 3685.

b. The mailing address consists of five lines.

(1) Line 1: Soldier's Name.

(2) Line 2: Information Data (apartment or condo names, names of mobile home courts, "in care of," etc.).

(3) Line 3: Street Address.

(4) Line 4: City, State, Zip-Code (ZIP+4).

(5) Line 5: Foreign Country Name (foreign address only).

c. Forward the original with command-approved waiver to the servicing RCPSO.

d. For soldiers that have an approved waiver to receive check to address and the check payment is returned to DFAS-IN as undeliverable by the postal system, the payment should be placed in a "held pay status." The payment should remain in "held pay" until a bank option is received or a new mailing address (signed DA Form 3685) and approved waiver is input to the MMPA. "Held pay" affects all payments.

e. Changes to a check address also changes the mailing address on the MMPA. Each line cannot exceed 29 characters, including spaces.

[#] Section III

Waivers/Dual Compensation

2-8. Document preparation and distribution

a. Every soldier must complete a DA Form 3053 (Declaration of Retired Pay Benefits Received and Waivers) and a VA Form 21-8951 (Veterans Administration Declaration of Benefits Received and Waivered).

b. If the newly assigned soldier is not claiming compensation from either the VA or Retirement Bureau, both forms should be completed with the originals filed in the soldier's PFR and a copy of each given to the soldier.

[#] c. Soldiers receiving Retired Pay must prepare a new DA Form 3053 at the start of each fiscal year (1 October) and a supplemental DA Form 3053 during the year any time there is a change in the number of AT/AD days or IDT periods that were previously reported.

Soldiers receiving VA compensation must prepare VA Form 21-8951 upon assignment to a unit or when necessary to initiate a waiver of VA benefits.

d. Soldiers claiming either compensation, should prepare an original and three copies of the applicable form(s). The originals should be mailed to the organization identified on the form. One copy should be mailed to the servicing RCPSO for processing, file one copy in the soldier's PFR, and give one copy to the soldier. Refer to specific guidance rendered by the applicable organization as appropriate.

Section IV Servicemen's Group Life Insurance (SGLI)

2-9. Required forms and collection process

a. For detailed guidance on forms completion and entitlements, refer to AR 608-2.

b. If a soldier desires to change the SGLI option, submit VA Form 29-8285 or VA Form SGLV 8286 as applicable to the RCPSO.

c. If a soldier's pay account requires an adjustment to correct erroneous collections of SGLI, complete USARC Form 22-R with a brief explanation of the problem in blocks 24 and 25. Attach a copy of the documents that substantiate the adjustment and forward them to the servicing RCPSO for processing.

d. SGLI is deducted from the soldier's first payment each month.

e. Guidelines for when SGLI coverage will change.

Section V Promotions/Reductions/PEBD Changes

2-10. Promotions

a. Promotion authorities are responsible for providing a copy of all officer promotions/declinations and all NCO promotion orders on grades E5 through E9, except Reserve Officer Training Cadet (ROTC E5), directly to the RCPSO. No action is required from the unit, unless no change occurs on the soldier's 2405 History Report after 30 days from date of promotion order.

b. Soldiers administratively advanced to the grade of E2, E3, E4, and ROTC E5 are announced on a DA Form 4187 or on SIDPERS-USAR advancement eligibility status roster (GRA-PO1). Units are responsible for submitting copies of all the above to the RCPSO for processing.

c. Under DJMS it is possible to promote a soldier from enlisted to officer and vice-versa. Therefore, it is important for UPAs to review the 2405 history report to ensure the promotion was entered correctly.

d. Automatic adjustments in pay resulting from a promotion (except Overseas Housing Allowance (OHA), Variable Housing Allowance (VHA), and Cost of Living Allowance (COLA)) should occur within the 12-month MMPA record span. Adjustments outside the 12-month span must be addressed on USARC Form 22-R to the servicing RCPSO.

2-11. Reductions

a. Reductions, for those soldiers reduced in grade for other than disciplinary action, are announced in orders. The reduction authority should submit a copy of the orders to the RCPSO for reduction of soldier's pay grade. If this is not done within 30 days of the action, the unit should submit a copy of the reduction order to the servicing RCPSO for processing.

b. For reductions imposed under Article 15, submit a copy of the supporting DA Form 2627 to the servicing RCPSO for processing.

c. A reduction in pay grade should not adjust the soldier's pay account automatically by a collection nor create a debt notice. It should provide an advisory notice to the servicing RCPSO who should make necessary adjustments to the soldier's MMPA account.

2-12. Correction to grade

a. If the soldier's grade is incorrect on the 2405 History Report, prepare USARC Form 22-R, attach appropriate document(s) to support the soldier's grade adjustment, and forward to the RCPSO.

b. Officers with over 4 years active enlisted or warrant officer service should be identified when initially accessed. If the officer's grade is wrong on the 2405 History Report, prepare USARC Form 22-R and attach the substantiating document(s) to reflect the over 4 years of active enlisted or warrant officer service. The DJMS does not make retroactive pay adjustments when processing this type of grade change. If adjustments are required, submit USARC Form 22-R requesting difference in pay for any entitlements to the RCPSO. Include all performance dates/periods involved and the effective date of grade.

2-13. Changes in Pay Entry Basic Date (PEBD)

a. In DJMS, PEBDs are referred to as "Pay Date". Creditable service is determined in accordance with (IAW) the provisions of Department of Defense Military Pay and Allowances Entitlements Manual (DODPM), part one, Chapter 1. Years of creditable service should be verified upon assignment to the unit. If an adjustment to the soldier's pay date is required, prepare a USARC Form 22-R, attach the appropriate substantiating document(s) that support the change, and forward to the RCPSO.

b. The soldier's rate of pay is determined both by pay grade and by years of service. (For instance, a sergeant with 8 years of service will earn more than a sergeant with 6 years of service) So that a soldier can be credited with prior service, it is sometimes necessary to document the prior service by sending the servicing RCPSO a DD Form 214 or DA Form 1506 authenticated by ARPERCEN (mailing address is Commander ARPERCEN, ATTN: DARP-PAR-PAC, 9700 Page Blvd, St. Louis, MO

63132-5200). If no pay date is provided and no prior service is documented, the soldier's date of assignment to the unit should be used as the pay date. Submission of documents to adjust the pay date should automatically adjust the soldier's pay within the record span. (NOTE: Soldiers in the grade of E8 or E9 must have at least 8 years and 10 years of service, respectively, or the accession/promotion input will reject.)

c. Usual source document, is DD Form 1966/1 for enlistees or ARPERCEN assignment orders.

d. Computation of the Pay Date:

(1) A soldier's years of service have a direct impact on the pay rate. Sometimes it is necessary to compute a pay date because it was not provided correctly on the assignment documents or because there has been a break in service.

(2) The following is an example of how you would compute a soldier's pay date:

[#] (a) A prior-service enlistee in your unit spent 3 years on active duty in the Army, and then 3 years in the Army National Guard. Upon completing a 6-year military obligation the soldier left service and has had no military duty until joining your unit. (NOTE: The term "enlistment date" also refers to officers appointment dates and constructive service credit for medical and dental officers.) (See DODFMR Vol 7A, Part 1, Chapter 1, para 10102.)

| | |
|---------------------|----------------------|
| Regular Army | 74-06-11 to 77-06-10 |
| Army National Guard | 77-06-11 to 80-06-10 |

(b) If the soldier enlists in your unit on 8 February 1993, after a 13-year break in service, you should compute an adjusted pay date. To do this, subtract his/her total prior service from the enlistment date.

| | |
|-------------------|-----------|
| Enlistment date | 9 3-02-08 |
| Previous service | -6-00-00 |
| Computed pay date | 87-02-08 |

[NOTE: Usually a soldier who enters the Armed Forces will complete at least 6 years of service for pay purposes (the old 6-year military service obligation). Since June of 1984, soldiers entering the Army have incurred an 8-year service obligation. The soldier receives credit for this service regardless of whether or not the soldier performs any active or inactive duty training. When the soldier is released from active duty (REFRAD) and assigned to a control group, the soldier continues to receive credit for military service until he/she is discharged (even though he/she may not accumulate enough retirement points for a good year).]

* Remember to convert 1 year to 12 months and add to your months column, and convert 1 month to 30 days and add to your days column, so you are able to subtract your months and days. Samples of converted dates are indicated by an asterisk (*) in the examples below.

(c) It is possible to add two or more separate periods of service. If a soldier served on active duty from 1968

until 1969, then was released from active duty and assigned to a control group until 1974, and then was a member of the Indiana National Guard from 1976 until 1981, the computation would be:

Military Service Obligation Indiana National Guard

| | | | |
|--------------|-----------|--------------|-----------|
| 74-01-03 = * | 73-12-33 | 81-06-30 = * | 80-18-30 |
| | -68-01-04 | | -76-08-01 |
| | 05-11-29 | | 04-10-29 |

(d) We add 1 day to each of these answers to obtain inclusive dates, and get:

5 years, 11 months, and 30 days Obligation Time
4 years, 10 months, and 30 days National Guard

[#] (e) Combining these periods, we get:

9 years, 21 months, and 60 days prior service

-10-11-00 = 10-11-00

which converts to

10 years, 11 months, and 0 days prior service.

(f) To compute pay date of this Vietnam-era veteran and former National Guard soldier, subtract the total service from the date of the enlistment in your unit

Enlistment date 9 3-02-08 = *9 2-14-08

Previous service -10-11-00 = 10-11-08

Computed pay date 82-03-08

(3) Until 1 January 1985, soldiers who enlisted under the Delayed Entry Program (DEP) in the Active Army had their time of service credited from the time of their enlistment. Since January of 1985, however, their period of service for pay purposes is figured from their date of entry on Initial Active Duty for Training (Regular Army only). The DEP in the USAR and National Guard is not creditable for soldiers who joined after 28 Nov 84 if the soldier doesn't drill with the unit prior to entry on IADT.

(4) Specific rules for computation of creditable service and dates of appointment can be found in Part 1, Chapter 1 of the DODPM. In general, these are the rules for computing pay dates when there has been a break in service.

(5) If a period of service ended on the 31st of the month, change the day to the 30th (because the Army pays based on a 30-day month).

(6) If service ends on 28 Feb of a leap year, leave it 28 Feb.

(7) If, after computing the pay date, the date falls on 29 Feb of a leap year, use that date. In non-leap years, years of service should be increased for pay purposes on 1 March.

Section VI Pay Adjustment Procedures

2-14. Pay adjustment changes

Change actions and their associated documentation are listed below:

a. Social Security Number (SSN) change (SSN wrong on accession documentation). A USARC Form 22-R, DA

Form 4187, TD Form IRS W4 (original) and a copy of the soldier's social security card.

[#] b. SSN change.

(1) SSN is incorrect in personnel and pay. Correct the soldier's SSN in the personnel file to generate a correction in the pay file through SSD.

(2) SSN is correct in the personnel file and incorrect in the pay file. Send proof SSN is correct in the personnel file with appropriate documentation to correct the pay file to the RCPSO, refer to exception processing in paragraph 1-13.

c. Name change (Name wrong on accession documentation). USARC Form 22-R, DA Form 4187, TD Form IRS W-4 (original) and one of the following: marriage license, birth certificate, divorce decree or court order.

[#] d. Name change.

(1) Name is incorrect in personnel and pay. Correct the soldier's name in the personnel file to generate correction to the pay file through SSD. Refer to exception processing in paragraph 1-12.

(2) Name is correct in the personnel file and incorrect in the pay file. Send proof name is correct in the personnel file with appropriate documentation to correct the pay file to the RCPSO, refer to exception processing in paragraph 1-15.

e. Sex Code change. Use SF 88; if not available, submit USARC Form 22-R indicating the correct sex code.

f. Date of Gain change. Check block 18 of USARC Form 22-R, enter new date of gain in block 25, and submit one of the following that indicates the correct Date of Gain - DD Form 4, DD Form 1966, DD Form 214/215, copy of orders or amendment to orders.

g. Officer Service Date (OSD)/Aviation Service Date (ASD) change. Check block 24 of USARC Form 22-R and place the OSD/ASD dates in block 25. Attach aeronautical orders to document the dates in block 25.

h. Program Element Code (PEC); Personnel Accounting Symbol (PAS); or State - Pay Group Mobilization Augmentee Code (ST-PGMA) changes.

(1) Program Element Code (PEC). A USARC Form 22-R showing correct PEC.

(2) Personnel Accounting Symbol (PAS). A USARC Form 22-R showing the correct PAS in block 19 of USARC Form 22-R and a copy of the assignment/reassignment order.

(3) State - Pay Group and Mobilization Augmentee (ST-PGMA). A USARC Form 22-R indicating the correct Pay Group. (Always "AN" for USAR).

(4) Refer to appendix G for more information about the PEC, PAS, and ST-PGMA.

[#] 2-15. Non-prior service indicator

a. When a non-prior service soldier is accessed, an indicator on the MMPA will identify the soldier as having no prior service. The unit must provide a copy of the soldier's orders to the RCPSO on a TL when the soldier is sent to IADT. If the soldier returns early, or is extended, the unit must provide a copy of the amended orders to the RCPSO on a TL. Highlight the fact the order is for "IADT" and the "reporting and returning dates". Refer to Chapter

one, part one of Department of Defense Military Pay and Allowances Entitlements Manual (DODPM) for information regarding soldiers enlisting in the Delayed Entry Program (DEP).

[#] b. The non-prior service indicator is removed from the MMPA by the RCPSO, based on the documents indicating the correct ending date (see para 3-10).

[#] c. Drill limits are controlled by drill type. When a non-prior service soldier is accessed to DJMS-RC, drill limits are established based on information provided in the accession packet from the MEPS. Drill limits for prior service soldiers are automatically set by DJMS-RC at 48 per fiscal year.

d. Soldiers are not authorized to exceed the 48-drill limitation when transferring between USAR units without advanced approval from Office of the Chief of Army Reserves (OCAR). If approved, and the drill limits need to be changed, the unit must request the change by submitting USARC Form 22-R with blocks 24 and 25 completed, and a copy of the OCAR approval statement attached.

2-16. Pay status and active duty codes

Training Pay Categories (TPC) are not used under DJMS-RC. Pay Status and Active Duty Codes are used instead. Pay status and active duty codes are shown in table 2-2 and explained below:

[#] a. Pay status codes should be established by the RCPSO based on orders received from the unit. There are five pay status codes used for the USAR and payment is made on DJMS-RC. These codes are:

(1) Pay status code "A". The accession of a soldier establishes the pay status code as an "A" (normal). The majority of soldiers are in this category. This code will allow soldiers to be paid for all types of training performed.

(2) Pay status code "N". Deceased soldiers.

(3) Pay status code "Z". All other ADT and ADSW tours over 29 days. The soldier is placed in this code when the unit submits the orders to the servicing RCPSO. Soldier may be paid by an active RCPSO listed in section III of appendix C. Placement in this code does not allow IDT payment during that tour. This code causes SGLI to be collected during the long tour and not accumulated as a debt against subsequent IDT entitlements.

[#] (4) Pay status code "W". Soldier is performing initial active duty for training (IADT) and being paid using DJMS-RC pay platform.

[#] (5) Pay status code "O". Soldier is mobilized and performing temporary tour of active duty (TTAD) and payment is being made on DJMS-RC pay platform.

b. Active duty codes. There are three active duty codes when USAR soldiers are paid by DJMS/Active (DJMS/AC). These codes are:

(1) Active duty code "K". Soldiers paid on DJMS/AC. Active Guard Reserve (AGR) soldiers are placed in this code. Placement in this code allows the soldier's account to remain on the MMPA, but does not allow payment for IDT, AT, ADT, and ADSW during the AGR tour period. The pay status code will remain as an "A", but the active duty code is reflected as "K". This code causes the SGLI collection to stop on the MMPA, but is collected from the AGR pay account.

(2) Active duty code "S". Reflected on soldier's accounts when mobilized and paid by DJMS/AC.

[#] (3) Active duty Code "Y". Soldier is attending IADT and paid by DJMS-AC. This code is no longer used as all reserve soldiers are paid for IADT on DJMS-RC pay platform. The Y code should remain on the Unit Commanders Pay Management Report in order to prevent duplicate pay for soldiers previously paid for IADT on the AC pay platform.

[#] c. Soldiers enlisting under the split option program authorized either to perform 12, 24, or 36 drills (UTAs) prior to entry on IADT should be established automatically by SSD input. The individual soldier's authorized Current Fiscal Year (CFY) drill limit should be set by the SSD transaction during this time. The CFY maximum of 48 drills is adjusted upon completion of IADT when the RCPSO receives the release order or DD Form 214. Units must ensure this is accomplished when the soldier returns from IADT by reviewing the 2405 History Report.

| [#] Table 2-2. Pay status and active duty codes | | | | | | | | | |
|---|------------------|---|---|---|---|-------------------|---|-----|--|
| SOLDIER'S STATUS | PAY STATUS CODES | | | | | ACTIVE DUTY CODES | | | |
| | A | N | Q | W | Z | K | S | Y** | |
| Accessions | | | | | | | | | |
| Prior Service | X | | | | | | | | |
| No Prior Service | X | | | | | | | | |
| Performing IADT | | | | X | | | | X | |
| AT/ADT/ADSW/TTAD | | | | | | | | | |
| 1-29 DAYS | X | | | | | | | | |
| More than 29 Days | | | | | X | | | | |
| Deceased | | X | | | | | | | |
| AGR | | | | | | X | | | |
| Mobilized/TTAD* | | | X | | | | X | | |
| * Will take effect upon mobilization. | | | | | | | | | |
| ** Will not be used | | | | | | | | | |
| Cross-reference codes in appendix G. | | | | | | | | | |

Section VII Organization Changes

2-17. Changes to organizational data

[#] The unit should coordinate with the RSC/DRC in preparation of USARC Form 29-R and submission to the servicing RCPSO. The USARC Form 29-R should include at a minimum the following information:

- Type of change (Activation, Inactivation, Change of Address, Redesignation).
- Order number (if applicable).
- Effective date.
- Old data. Current PAS (The two-position Site Identification (ID) and the six-position Unit Identification Code (UIC)), Unit Designation, and mailing address.
- New data. New PAS (The two-position Site ID (see app C) and six-position UIC), Unit Designation, Command Code, and mailing address.

2-18. Document preparation and distribution

- Within 3 work days of receipt of the organizational order/document, prepare a TL and attach one copy of

USARC Form 29-R and any substantiating documents and submit to the RCPSO for processing.

(1) Activation. Contact the RCPSO. The RCPSO should assign a unique three-digit payroll number to the unit and provide guidance on document submission and timing.

[#] (2) Inactivation. When the unit is inactivated, documentation must be submitted to transfer the accounts of all soldiers assigned to the unit. If the unit is discontinued without function, transfer records not eligible for immediate disposal to the RSC.

(3) Redesignation. When the UIC or RCPSO site ID changes, contact the servicing RCPSO for guidance.

b. The servicing RCPSO should assign a unique three-digit payroll number to the unit and provide the unit a roster to verify the soldiers that will be transferred automatically to the new payroll number. The unit must confirm which soldiers (if not all) must be transferred.

c. Upon receipt of the unit roster from the RCPSO, verify the status of all soldiers. Annotate any changes in red and attach substantiating documents. Submit the unit roster and substantiating documents to the RCPSO on a TL.

Section VIII Reassignments and Transfers

[#] 2-19. Required documentation

The reassignment or transfer of a soldier's pay account between USAR units or from the National Guard is processed as part of SSD. When personnel reassigns or transfers a soldier in personnel, SSD creates a transaction to transfer the soldiers pay account. If the personnel account is incorrect and the pay account is wrong, refer to exception process, paragraph 1-12.

2-20. Verifying and updating account information

Upon receipt of the 2405 History Report, verify that all data is correct and that there are no incentive or special pays in effect that no longer apply to the soldier. If necessary, submit documentation required to update account information (e.g. Pay Option/Mailing Address, State of Legal Residence, Termination of Incentive Pay, etc.).

Section IX Separations

[#] 2-21. Required documentation

The separation of a soldier from the personnel file generates a transaction to separate the pay file through SSD. If personnel has separated the soldier and the pay account remains, refer to paragraph 1-12 for exception processing.

2-22. Termination of bonus

When a soldier is separated with a bonus in effect, take necessary action to terminate the bonus. See paragraph 5-6 for further details.

2-23. Verifying and updating account information

Ensure that the soldier's account is up-to-date before submitting the separation request. Verify that the soldier has an accurate mailing address. This should help ensure that the Treasury Department (TD) Form W-2 and any other correspondence will reach the soldier. If the account needs to be updated, submit USARC Form 22-R with the correct information.

[#] 2-24. The Master Military Pay Account (MMPA)

The MMPA remains on the MMPF until purged by Defense Finance and Accounting Services-Indianapolis Center (DFAS-IN). A file purge is run once a year and purges all files that do not have any taxable income in the previous or current year. Transactions for pay and account maintenance will continue to post. Pay transactions will only pay for periods prior to the separation date. Bonus payments can be made, if due, as long as the file is in IAS. If an MMPA no longer exists for a separated soldier and the unit is informed that the mailing address is changed, submit the correct address on a memorandum attached to **DA Form 200 to Director, Defense Finance & Accounting, ATTN: Department 280, 8899 East 56th Street, Indianapolis, Indiana 46249-0001.**

Section X**Drill Limits/Authorizations****2-25. Drill limits**

The DJMS-RC contains seven different drill types for the USAR (see AR 140-1). Table 2-3 describes the established fiscal year drill limits.

| [#] Table 2-3. Fiscal year drill limits | | |
|--|-------------------|------------------|
| TYPE | DEFINITION | LIMIT |
| 11 | UTA/MUTA/RST | 48 |
| 21 | ET | 04 |
| 31 | AFTP | <u>48</u> |
| 41 | ATA | 12 |
| 51 | AAUTA | 06 |
| 61 | AANT | 04 |
| 91 | RMA | 24 |

[#] [Note: Do not permit soldiers to perform ET or RST in October for drills missed in August or September. The fiscal year count will create problems in the soldier's pay account. Refer to AR 140-1 for guidance.]

2-26 No prior service drill limitations

No prior service soldiers have established limits that differ from prior service soldiers. Fiscal year drill limits for no prior service soldiers are described below.

a. No prior service drill limitations - USAR.

(1) Type 11 - UTA. Soldier's are authorized 12, 24 or 36 prior to entry on IADT.

(2) Type 21 - ET. Soldier's are authorized four per fiscal year (these drills count towards the total Type 11 performed).

b. Other drill types may be authorized prior to completion of IADT with limitations (see AR 140-1).

2-27. Approval to exceed drill limitations

a. Advance approval must be granted by OCAR for a soldier to perform drills over the fiscal year limit of 48 drills. If approval is given, submit the OCAR approval (see AR 140-1) along with USARC Form 22-R to the servicing RCPSO to change the authorized limit of IDT drills.

b. Check block 24 of USARC Form 22-R and in block 25 include the drill type, adjusted limit, and the fiscal year to which it applies.

2-28. Reinstatement of no prior service drill limitations

When a soldier fails to satisfactorily complete IADT, the unit must take action to reinstate the no prior service drill limitations, less any drills paid prior to entry on IADT. Follow submission procedures in paragraph 2-26 above. See paragraph 2-26 above for no prior service drill limitations.

Section XI**Taxes****2-29. Treasury Department (TD) Form Internal Revenue Service (IRS) W-4, Employee's Withholding Allowance Certificate**

a. The TD Form IRS W-4 is used to establish the number of exemptions for federal tax, and marital status. The TD Form IRS is required when a new account is established or a change is requested. Submit the original form to the servicing RCPSO on a TL.

b. If the total number of exemptions on the TD Form IRS W-4 exceeds 10 or the soldier claims exemption from tax withholding, DFAS-IN is required to notify the Internal Revenue Service (IRS). Submit the original and a copy of the TD Form IRS W-4 with the words "RESERVE COMPONENT" marked on top of the TL in red, to the RCPSO. If the IRS determines the exemptions to be incorrect, a notice should be provided to the RCPSO from DFAS-IN. The RCPSO should change the number of exemptions on the MMPA to the maximum number listed on the IRS notice. The RCPSO should forward the notice to the unit. This withholding rate should continue until the soldier submits a new TD Form IRS W-4 that does not exceed the number of exemptions allowed on the IRS notice. If the soldier submits a new TD Form IRS W-4 with written justification for the claim, forward the new form and statement to the RCPSO on a TL NLT 15 Feb each year.

c. Soldiers claiming zero (0) exemptions may elect to have additional Federal Income Tax Withholding (FITW) amounts withheld on the TD Form IRS W-4. Additional withholding may be requested in increments of \$1.00 (up to \$84.00 maximum) for each day of base pay (e.g. soldier requests \$2.00 additional FITW and performs a Multiple Unit Training Assembly (MUTA) 2, \$4.00 should be withheld for the two periods of base pay).

2-30. The TD Form IRS W-5, Advance Payment of Earned Income Credit (APEIC)

Circular E specifies the requirements for APEIC. The soldier must complete a TD Form IRS W-5 (obtained from

IRS). Submit the form to the RCPSO on a TL. If the soldier's status changes, a new certificate must be completed. Even if there is no change in status, a new certificate must be submitted to the RCPSO on a TL NLT 31 December each year.

2-31. The TD Form IRS W-2, Wage and Tax Statement

The TD Forms IRS W-2 are issued every January for the prior tax year. The TD Forms IRS W-2 are mailed to the soldier's MMPA mailing address with DFAS-IN's return mailing address. The tax year will include wages paid during January through December. This includes TD Forms IRS W-2 for soldiers who separated during the previous tax year. To resolve any TD Forms IRS W-2 questions or problems, take the following actions:

[#] a. Reissue TD Form IRS W-2. If a soldier does not receive the original TD Form IRS W-2 or if the original was lost or damaged, contact your RSC/DRC headquarters. If they cannot produce a replacement W-2, notify the MSC headquarters or send a USARC Form 22-R to the RCPSO on a TL requesting reissue. The request must include: the soldier's name, social security number and mailing address for the TD Form IRS W-2. Review the 2405 History Report to ensure the correct mailing address is reflected. If the address is incorrect, submit a change to the RCPSO in accordance with chapter 2, Section II.

[#] b. Corrected TD Form IRS W-2. If a soldier questions the data on the TD Form IRS W-2, send a request in writing. Attach any substantiating documents and mail to: **Director, DFAS-IN, ATTN: DFAS-IN/FJ, (Reserve Processing Division), 8899 East 56th Street Indianapolis, IN 46249-0001**. The request must include a current mailing address for the TD Form IRS W-2.

[#] c. If an MMPA no longer exist for a separated soldier and the unit is informed that the mailing address is changed, submit the correct address on a memorandum attached to a DA Form 200 to: **Director, DFAS-IN, ATTN: DFAS-IN/FJ, (Reserve Processing Division), 8899 East 56th Street Indianapolis, IN 46249-0001**.

d. If a soldier was paid by DJMS-AC and DJMS-RC during the same tax year, the soldier should receive two W-2s, one from each component covering the respective periods paid.

2-32. State tax withholding

a. Prepare and submit DD Form 2058 to establish or change the state of legal residence. Review the 2405 History Report on new accessions to verify proper state of legal residence.

[#]b. If taxes are being withheld for the wrong state prepare DA Form 2058. If taxes were withheld for the wrong state, send a written inquiry with substantiating **documents to: Director, DFAS-IN, ATTN: DFAS-IN/FJ (RC Processing Division), 8899 E. 56th Street, Indianapolis, IN 46249-0001**. DFAS-IN should correct the MMPA and adjust the state tax deductions, if necessary. Adjustments will only occur if the state code was erroneously input.

Section XII Reenlistments

2-33. Required documentation

When the soldier reenlists, forward a copy of the new enlistment contract to the servicing RCPSO on a TL (USARC Form 26-R).

[#] a. If the soldier is entitled to a reenlistment bonus, provide the RCPSO with DA Form 5261-2-R. As anniversary payments are due, forward USARC Form 23-R, with **block 8** completed, to the servicing RCPSO on a TL. Refer to chapter 5 of this pamphlet for details on bonus submission requirements.

b. If the soldier's ETS date is incorrect submit USARC Form 22-R with the correct ETS date in block 12. Include a remark in block 25 that the ETS date was placed on the soldier's MMPA incorrectly. This should help keep the Unit Commander's Pay Management Reports up-to-date with regards to ETS dates.

Chapter 3

Performance and Pay Procedures

Section I

Inactive Duty Training

3-1. Attendance processing on Automated Drill Attendance Reporting Software (ADARS)

[#] **a. The Regional Support Command or Direct Reporting Command (RSC/DRC)** finance coordinator should monitor the IDT schedules and transmission of ADARS data.

b. Process ADARS in accordance with instructions in appendix J.

3-2. Manual drill attendance reporting

Specific instructions are listed in appendix J.

a. Table 3-1 below lists incentive codes used in DJMS-RC. Currently only those preceded by the asterisk are automated and input through ADARS:

b. The ADARS system will print sign-in rosters for use by the unit commander in recording soldier's attendance (see appendix J for guidance).

| Table 3-1. DJMS-RC incentive codes | |
|------------------------------------|------|
| ENTITLEMENT | TYPE |
| * Flight Pay - Crew member | A |
| * Flight Pay - Non Crew Member | B |
| * Parachute | C |
| * Demolition | D |
| Marine Diving Officer | BB |
| Master Diver | BC |
| Diver First Class | BD |
| Salvage Diver | BE |
| Diver Second Class | BF |
| SCUBA | B9 |
| Combat Diver | BG |
| Experimental Stress | IG |
| Toxic Fuels | IH |
| Dangerous Viruses | II |
| HALO | IJ |
| Chemical Munitions | IK |
| Flight Deck Duty | IT |
| FLPP, Level 1 | UF |
| FLPP, Level 2 | UG |
| FLPP, Level 3 | UH |
| FLPP, Level 4 | UI |

3-3. Adjustments to paid drill data

a. If the soldier is paid for drill periods that are either inside or outside Immediate Access Storage (IAS), adjustments are accomplished by submitting USARC Form 22-R, with completed blocks 15 and 25, to the RCPSO. As a minimum, include drill types, number of drills, incentive codes, and dates performed and attach supporting documentation. (Example: if a soldier was reported on ADARS as performing one Type 41 drill on 3 Jul 92, and it should have been two Type 41s, then provide an

explanation in block 25 of USARC Form 22-R so that the RCPSO can pay the additional drill.)

b. Adjustments should be made in ADARS, but do not recreate the transactions for uploading to USARC.

Section II

Individual Active Duty

3-4. Verification requirements

a. The soldier and someone with knowledge of the soldier's duty performance must complete the duty performance statement, USARC Form 25-R (OVERPRINT), at the bottom of the AT/ADT/ADSW order (see fig 3-1). In the event the orders of soldiers performing active duty do not have the duty performance statement at the bottom, provide those soldiers with copies of USARC Form 25-R. The soldier should complete and sign the duty performance statement, USARC Form 25-R (OVERPRINT), and/or USARC Form 25-R, and a person at the tour site having knowledge of duty performance should verify that performance. In cases where the soldier is performing duty at a location where no one is available to sign the duty performance statement, the unit commander or designated representative is authorized to verify the duty performance. The verifying official must have personal knowledge of or documentation supporting duty performance. Erasures, strike-overs, white-outs, and facsimile signatures on the verification should not be accepted by the RCPSOs. See appendix D, for submission requirements.

b. Inform the soldier that failure to provide a completed duty performance statement will result in the collection of all pay and allowances for the period paid.

3-5. Document preparation and submission

NOTE: *If the orders do not include the duty performance statement, USARC Form 25 (OVERPRINT) at bottom of page, USARC Form 25-R should be used for the verification of duty performance.*

a. Tours of 1-7 days.

(1) The soldier or UPA should complete USARC Form 24-R for payment of individual active duty tours of 1-7 days after completion of duty.

(2) The UPA should submit one copy of AT/ADT/ADSW orders, USARC Form 24-R, original USARC Form 25-R (if duty performance statement is not on orders), and all other applicable substantiating documents to the RCPSO within 1 working day following receipt of the certificate of performance statement from the soldier. The TL should only contain documents for input of 1-7 days.

b. Tours of 8-29 days.

(1) All tours of 8-29 days should be submitted to the servicing RCPSO on a TL containing only documentation for pay requests of 8-29 days duty. The soldier or UPA must complete USARC Form 24-R. The UPA should submit the USARC Form 24-R with one copy of the orders and any other supporting documentation to the RCPSO. These documents should be mailed so the RCPSO receives them 10 days prior to the first day of duty.

(2) The soldier is required to provide the unit with a Certificate of Performance (either USARC Form 25-R or the USARC Form 25 (OVERPRINT) certification of duty performance statement) upon completion of the active duty tour. Upon receipt of the certificate, the unit should forward it to the servicing RCPSO on a TL. The certificate must be received by the RCPSO NLT 10 days following tour completion. If the duty has been completed prior to submission for payment, follow requirements in paragraph 3-5a above. Failure to provide a completed certificate will result in the collection of all pay and allowances for the period.

(3) If a unit is participating in a Task Force Planning Cell, coordinate with the USARC DCSCOMPT, Finance and Accounting Division to designate the supporting RCPSO for duration soldiers. The Task Force Planning Cell should send orders for duration soldiers with all supporting documentation as required on USARC Form 26-R (TL) to the designated RCPSO. Monthly certification of performance for duration soldiers should be coordinated between each soldier and the RSC designated as the Task Force Planning Cell. The certification should be accomplished IAW paragraph 3-4a and submitted to the supporting RCPSO by the Task Force Planning Cell finance team each month and at the end of the soldier's tour (see paragraph D-7).

c. Tours of 30 or more days. Verify that the final leave indicator and the leave days paid on the MMPA are correct prior to the soldier departing for the long tour of active duty (see para 8-2d).

(1) If the soldier is performing duty at an Army installation which is listed in appendix C, section III, the soldier can receive "walk-in" pay support by the active duty RCPSO.

(a) Provide the soldier with adequate copies of the ADT/ADSW orders, USARC Form 25-R (if duty performance statement is not on orders), and all other required documents which support entitlements not currently authorized on the MMPA to give to the RCPSO when reporting for duty.

(b) In this case, the verification of duty performance (USARC Form 25 (OVERPRINT) on orders or USARC Form 25-R) should be completed by the soldier and the person rendering administrative control over the soldier who has knowledge of duty performance. The soldier must return the completed verification of duty performance to the Active Duty RCPSO monthly and on the last day of duty specified on the order, or at the time the soldier clears the installation during out-processing. Inform the soldier that failure to provide the duty performance statement to the active duty RCPSO, not later than 10 days following each monthly period of duty and upon tour completion, will cause all pay and allowances to be collected.

(2) If the duty location is not listed in appendix C, section III, documentation should be processed by the servicing RCPSO. Process in accordance with paragraph 3-5b. Units should, on a monthly basis, verify the status of soldiers on active duty for 30 days or more where the servicing RCPSO is making input and provide the RCPSO with the duty performance statement. The duty performance statement should be provided by the soldier to

the unit, each month, for submission to the servicing RCPSO. It must be received by the servicing RCPSO not later than (NLT) 10 days following each month of duty and NLT 10 days following tour completion. Failure to provide the verification of duty performance will cause the soldier's pay and allowances to be collected.

[#] 3-6. Reversal procedures

When a soldier fails to complete all or part of an AT/ADT/ADSW tour and payment has been made, prepare USARC Form 22-R to adjust the payment. Submit a copy of the original order and amendment(s), and duty performance statement for the portion of the tour that was completed to the servicing RCPSO on a TL. State and Federal taxes are not reversed under this procedure.

Soldiers should request reimbursement on a DD Form 827, from DFAS-IN, ATTN: DFAS-IN/FJ,8899 E. 56th Street, Indianapolis, IN 46249, prior to the end of the tax year.

Section III Unit Annual Training

3-7. Payroll preparation

[#] a. The servicing RCPSO should produce the MSC Annual Training Summary (MATS) and send it to each **RSC/DRC** NLT 1 December each year. The MATS should be sorted alphanumerically by unit designation within **RSC/DRC**. There will be space on the MATS for listing each unit's beginning and ending dates of annual training (AT) for the upcoming fiscal year.

[#] b. The MATS should be mailed to the **RSC/DRCs** finance section. The Finance Officer/Noncommissioned Officer should coordinate with the **RSC/DRC** training staff to determine the beginning and ending AT dates for the upcoming year, for every unit assigned to the **RSC/DRC**, and make appropriate entries on the MATS. If units perform AT in increments, each increment must be entered on the MATS. Units performing fragmented, modular, or other non-unit AT, "NA" (not applicable) should be entered. Units who perform AT considered to be classified, should provide dates as close to the beginning of the tour start date as possible, but not earlier than 30 days prior.

[#] c. The annotated MATS should be returned to the servicing RCPSO on a DA Form 200 by the **RSC/DRC** as soon as possible, but NLT 31 December. Any subsequent changes to the AT schedule should also be reported to the RCPSO by the RSC/DRC coordinator as soon as they become known.

d. Changes from unit or non-unit AT, must be reported to the servicing RCPSO on a memorandum signed by the unit commander or alternate verifying official. (Soldiers on group orders can be input as individual payments by the servicing RCPSO through close coordination between the unit and the RCPSO.)

e. The RCPSO uses dates from the annotated MATS to generate the Unit Annual Training Certification Roster and to mail it and an information/instruction package to every unit scheduled for AT. The RCPSO should mail the Unit Annual Training Certification Roster (see sample at fig 3-2) to the unit to arrive 30 days prior to the beginning of AT. If

the package is not received 30 days prior to AT start date, the unit administrator must telephonically notify the servicing RCPSO.

[#] f. USARC Regulation 37-1 (USAR Financial Management & USAR Support, para 5-5) requires commands to publish group AT orders when 15 or more unit members are performing duty at the same installation for the same period of time. Generally, Unit AT Certification Rosters are used to pay soldiers performing unit AT; however, the unit can submit a separate USARC Form 24-R for each soldier, even when a Group Order is published. Coordination with the RSC/DRC and RCPSO is required. The RCPSO may decide to process the payroll as individual payments instead of mass input normally associated with the Unit AT Certification Rosters. In either case, the payment input method will be transparent to the soldier and all are paid at the same time. The RSC/DRC finance NCO/Officer should closely coordinate with the servicing RCPSO to ensure each unit's AT period is correctly scheduled, ensuring timely payments.

g. The Unit AT Certification Roster should be furnished to the units on two-part computer paper. The original should be returned to the RCPSO on a TL to arrive NLT 10 days prior to the AT start date. The copy should be retained in the unit files until the unit departs for AT and at that time the unit copy should be carried to the AT site for last minute telephonic coordination with the servicing RCPSO. Because the AT payroll is processed after the AT period is started, there should be no special handling of unit AT for payments on location. There should be no Check Delivery Agent (formerly Class A Agent) used for payment on location. All payments for unit AT should be made to the MMPA option on each soldier.

h. Completion of the Unit AT Certification Roster. The roster is a listing of all soldiers currently on the RCIS personnel data file at the RCPSO. Upon receipt, you must update it by making any changes to information printed on the roster in RED ink. You may annotate date changes and incentive code changes as appropriate. You may also delete data that are inappropriate (i.e., delete code "A" under incentive if soldier is not entitled so the RCPSO staff will not key enter the code for payment). Return the original roster to the RCPSO, with all appropriate substantiating documents attached, to ensure your soldiers are properly paid.

(1) Annotate the roster with appropriate corrections in RED ink. Write "DELETE" in large letters through each soldiers name line that will not be attending AT. Leave the SSN intact so that the RCPSO can delete soldier(s) from your payroll. If actual tour dates are different than that shown on the roster, change the dates on the roster. Attach any and all substantiating documents to the roster to support the changes. The additional days for rear detachment personnel may be processed as a separate short tour payroll. No additional input is required by the unit. Rear detachment personnel may receive two payments for their AT. Payment for the regular portion (main body tour) of AT should be paid with the rest of the unit payroll. The additional days may be paid after the training and sent to the payment option on the MMPA (check or EFT).

(2) Additions: Ensure that newly assigned soldiers are listed on the unit AT order annex. Annotate any additions at the end of the roster. Review the 2405 History Report to verify soldier's accession status. If the soldier does not have an MMPA on DJMS-RC, submit documentation along with the AT roster to access the soldier's account to DJMS-RC (as applicable).

(3) Upon completion of the Unit AT Certification Roster, attach the AT order, annexes, and any other documentation supporting entitlements and changes made on the roster to be forwarded to the RCPSO. Additionally, attach a 9 1/2" X 12 1/2" mailing envelope, preaddressed to the unit's AT location or unit address with the unit's normal mailing address as the return address. The envelope is needed by the RCPSO to mail the unit a copy of the UH022-073, AT Tour Payment Report. This report provides a net pay advice listing on all the soldiers receiving payment from the unit AT Certification Roster.

i. Close coordination of last-minute changes to the AT payroll and or changes to the address of the unit's AT location should help to eliminate overpayments/underpayments and ensure the unit receives the UH022-073 report on net pay for soldiers. Changes which occur after the roster is submitted must be reported to the servicing RCPSO telephonically as soon as possible, but NLT close of business (COB) on the first training day (normally Monday) of the unit AT period. Units must call the servicing RCPSO NLT COB on the first training day of AT, whether changes occur or not. Provide the RCPSO with a FAX number if one is available so that the UH022-073 report can be faxed to the unit on short notice if applicable.

3-8. AT payments

There are only two types of payment for unit AT: payment on the last day of AT or payment after tour completion. Payments should be made to the soldier's MMPA option.

a. Payment on last day of duty using payment option listed on the soldier's MMPA (EFT).

(1) Submit the Unit AT Certification Roster, signed by the commander or an authorized verifying official, and all substantiating documents to the RCPSO so that it should arrive not later than 10 days prior to the first day of duty. (NOTE: The unit pay administrator can not sign the AT certification roster.) Changes which occur after the roster is returned must be reported to the RCPSO telephonically NLT COB on first AT training day (normally Monday). The RCPSO should take appropriate action, as necessary, to advise the unit commander of any additional requirements to process the AT payroll.

(2) Soldiers should receive their entitlements by payment option reflected on their MMPA on the last day of duty. The leave and earnings statement (LES) should be mailed to the soldier's MMPA mailing address.

b. Payment after tour completion using payment option listed on the soldier's MMPA (EFT). (NOTE: *This will automatically become the type of payment for soldiers when unit's AT payroll arrives late at the servicing RCPSO.*)

(1) The unit should submit the Unit AT Certification Roster, signed by the unit commander or alternate verifying officer, and all substantiating documents to the RCPSO so it

arrives 10 days prior to the start of AT. However, if it arrives after the AT period has started, payment will likely be received by the soldiers after AT is completed.

(2) Soldiers should receive their payments through the option reflected on their MMPA. The LES should also be mailed to each soldier's MMPA mailing address.

Section IV

Supplemental Pay Requests

3-9. Supplemental pay

When a soldier is entitled to a supplemental payment for periods of AT/ADT/ADSW, IDT or Active Duty take one of the appropriate actions listed below:

[#] a. If payment was made under DJMS-RC, prepare and forward USARC Form 22-R, a copy of orders (if applicable), and any other appropriate substantiating documents to the servicing RCPSO on USARC Form 26-R. A clear and concise statement of the problem should be annotated in the remarks section of the USARC Form 22-R.

Write the word SUPPLEMENTAL at the top of the TL.

[#] b. If payment was made prior to DJMS-RC implementation, prepare and forward USARC Form 22-R, a copy of AT/ADT/ADSW order (if applicable), a copy of the soldier's LESs, and/or MPVs to the servicing RCPSO. A clear and concise statement of the problem should be annotated in the remarks section of the USARC Form 22-R.

Write the word SUPPLEMENTAL at the top of the TL.

[#] c. All supplemental requests resulting from payments made by DJMS-AC should be forwarded to Director, DFAS-IN, ATTN: DFAS-IN/FJ, 8899 E. 56th Street, Indianapolis, IN 46249-0801 for action on DD Form 827, Application for Arrears in Pay, or a letter signed by the soldier, attached to DA Form 200 (TL). Suggest you provide copies of all appropriate documentation (i.e., DD Form 214 and LESs) to support the claim.

Section V

Initial Active Duty For Training (IADT)

[#]3-10. Payment for IADT

Soldiers ordered to IADT are paid by DJMS-RC. Ensure soldier's MMPA is established either by the RCPSO or the IADT training station not later than the end of the first month of training. If the soldier's MMPA is not established--

a. Send a copy of the soldier's enlistment/Officer packet to the servicing RCPSO so the soldier's accession can be processed.

b. Send documentation that supports changes affecting the soldier's MMPA to the servicing RCPSO during the time the soldier is away at IET, as applicable.

c. Ensure soldiers are enrolled in EFT prior to reporting to IET.

Section VI

Allowances and Special Pay Entitlements

3-11. Mileage allowance

To claim mileage allowance only, submit the indicated documents to the RCPSO for type of training performed. (For mileage that includes per diem, see para 3-12.)

a. Individual AT/ADT/ADSW - USARC Form 24-R with block 11 completed. (NOTE: *Although your orders may accurately reflect where you are ordered to duty from (i.e., home of record or Reserve Center (city and state)), write the correct information in blocks 6 and 7 of USARC Form 24-R.*)

b. Unit Annual Training - For unit AT, privately-owned vehicle (POV) mileage reimbursement, enter the number of round trip miles traveled on the Unit AT Certification Roster when distance to the duty station is within commuting distance. If not within commuting distance, the owner/operator of the POV and each person riding in the POV must submit a DD Form 1351-2 to the servicing RCPSO, travel section, for reimbursement of mileage (owner/operator only) and/or per diem (owner/operator and each passenger), see paragraph 3-12.

[#] 3-12. Per diem claims

Per diem should not be paid through DJMS-RC. Therefore, all AT/ADT/ADSW travel claims which involve the payment of per diem and mileage should be claimed on DD Form 1351-2 and submitted to the DAO, DMPO, or FB travel section, that provides travel support for the specific station number listed on the travel order.

[#] a. Reserve Component soldiers are now authorized per diem for day of departure/day of return on any active duty travel of less than 20 weeks, unless travel is within commuting distance. This includes travel to and from AT when travel by POV is authorized on the AT order annex. (See DFAS-IN Regulation 37-1, Chapter 39, for additional guidance).

b. In order to determine/compute per diem authorized, the travel section must review each soldier's itinerary. Effective 1 November 1992, soldiers must file DD Form 1351-2 to claim reimbursement for travel outside commuting distance (see app F for preparation of DD Form 1351-2). Mileage should not be paid by DJMS-RC when travel is outside commuting distance. The area commander must determine the area that is considered within commuting distance. The area commander may consider one-way travel of 49 miles or less to be within commuting distance. If one-way mileage of 49 miles or less is considered within committing distance, payment for soldiers authorized mileage should be claimed on USARC Form 24-R. One way mileage of 50 miles or greater should be claimed on DD Form 1351-2 and submitted to the RCPSO as stated above.

3-13. Basic Allowance for Quarters

To establish BAQ entitlements (see DODPM Part Three, Chapter 2), BAQ documents should be submitted as soon as the pay account is established. Review the 2405 History Report. If BAQ status is incorrect or not established, submit appropriate documentation.

a. **BAQ With Dependents.** Once BAQ With Dependents is established on the MMPA with DA Form 5960 or DD Form 137, BAQ at the "with dependent" rate pays automatically. Recertification of dependency is

required by DODFMR Volume 7A annually. Recertify data by completing a new DA Form 5960 or by completing a Unit Recertification Roster. Submit the DA 5960 or Unit Recertification Roster to the servicing RCPSO.

b. BAQ Without Dependents.

(1) The DJMS-RC automatically pays partial rate BAQ to soldiers, without dependents, who occupy government quarters. These soldiers are entitled to BAQ Without Dependents for last duty day. The RCPSO enters the BAQ Without Dependents rate for the last duty day.

(2) If government quarters are not available, soldiers are authorized BAQ without dependents. Submit USARC Form 24-R with block 10 completed and attach statement of non-availability certificate.

(3) Soldiers in the grade of E7 and above performing individual ADT/ADSW have the option of refusing inadequate available government quarters and drawing, instead, their quarters allowance. If soldier refuses quarters, submit USARC Form 24-R with block 10 completed.

c. BAQ difference. Effective 5 December 1991, soldiers entitled to BAQ only because of child support paid, are only authorized the difference between BAQ With Dependents and BAQ Without Dependents when residing in single-type government quarters. For individual AT/ADT/ADSW, enter the following remarks, "Soldier due BAQ-DIFF. Weekly/monthly support amount of \$_____ was paid by soldier (see attached document)" in blocks 15 and 16 of USARC Form 24-R. For unit AT, place the same remark on the AT Certification Roster for soldiers entitled to BAQ-DIFF.

(1) If the actual amount of support is less than the computed amount, then no entitlement exists. However, soldiers who become entitled to BAQ based on the non-availability of government quarters will receive BAQ at the Without Dependent rate, plus the BAQ-DIFF if providing child support.

(2) If a single soldier living in single-type government quarters is the custodial parent and is claiming BAQ for an illegitimate child in the custody of someone else (due to necessities of military service), this soldier is authorized BAQ With Dependents. However, if the soldier is not the custodial parent and is claiming BAQ for an illegitimate child in the custody of someone else, BAQ-DIFF will be authorized for child support, provided the other parent is not a military member claiming the same child for support.

(3) Documented evidence of child support must be either a court order specifying child support payments, or a notarized statement from the custodian acknowledging that the custodian will accept support payments in the amount of the soldier's BAQ-Diff rate. (Negotiated checks used to support payment must reflect current or previous month's payment.)

(4) Personnel authorized BAQ-DIFF and occupying single-type government quarters ARE NOT entitled to Partial BAQ for the same period.

d. Dependency determination. Effective 5 December 91, the Office of the Assistant Secretary of Defense issued new guidance on the interpretation of dependents. Table 3-2 is a recap of that interpretation.

e. Change in BAQ status. If a soldier has a change in status (e.g., marries and now entitled to dependent rate) prepare DA Form 5960 or DD Form 137 substantiating the change.

3-14. Basic Allowance for Subsistence (BAS)

a. Officer BAS under DJMS-RC is automatically paid to officers on tours of active duty. No action by the unit is required. Officers on AT under field conditions where collection of meals is required, should submit a DA Form 4187 containing the dates and number of meals to be collected.

b. Enlisted BAS. When orders for individual AT/ADT/ADSW specify availability of rations and it's later determined rations are not available, submit certification of non-availability of rations as applicable and annotate block 9 of USARC Form 24-R. Normally three meals are provided to soldiers on AT at no cost, but if not, list the meals that are provided at no cost to the soldier, per day, in the remarks section of USARC Form 24-R.

c. BAS in per diem status. When a soldier is in a per diem status BAS-SR (Separate Rations) is payable. Further documentation is not required. See per diem procedure (para 3-12) for submission guidance.

3-15. Variable Housing Allowance (VHA)

[#] **a. Reference DODFMR Part 3, Chapter 28.**

b. Submit DA Form 5960 and documentation, such as a copy of the lease agreement, schedule of mortgage payments, statements or cancelled checks to establish the rental or ownership expenses.

[#]3-16. Overseas Housing Allowance (OHA)/RENT PLUS

a. Reference DODFMR Part 3, Chapter 28.

b. Submit the original DA Form 4187 and a copy of the soldier's lease agreement or mortgage to the RCPSO. File one copy of the DA Form 4187 (with the lease agreement or mortgage) in the soldier's Mobilization Record and give one copy to the soldier.

[#]3-17. Cost of Living Allowance (COLA)

a. Reference DODFMR Part 3, Chapter 28.

b. Submit the original DA Form 4187 to the RCPSO. On the DA Form 4187, include the soldier's years of service, number of dependents and geographic location. File one copy of the DA Form 4187 in the soldier's Mobilization Record and give one copy to the soldier.

3-18. Family Separation Allowance

[#] **a. Reference DODFMR Part 3, Chapter 27.**

b. Payable to soldiers with dependents on continuous duty over 30 days, where family members do not reside with or near soldier at permanent duty station.

c. Submit DD Form 1561 and a copy of the soldier's ADT/ADSW orders to the RCPSO.

| [#] Table 3-2. Dependency interpretation | | |
|---|---|---|
| a. Dependent Child. | | |
| Relationship | Documentation | Approval |
| (1) Child, unmarried under 21 yrs (natural child). | Birth certificate. | Unit CDR (DA Fm 5960) |
| (2) Stepchild, unmarried under 21 yrs (if the soldier is married to the natural parent). | Birth certificate. | Unit CDR (DA Fm 5960) |
| (3) Adoptive and pre-adoptive child, unmarried, under 21 years (placed in home by a local, state, or foreign government-approved adoption agency). | Agency document. | Unit CDR (DA Fm 5960) |
| (4) Illegitimate, unmarried child, under 21 yrs: - of female soldier who is natural mother. - of male soldier who is natural father. - other. | Birth certificate. Proof of support. Birth certificate <u>AND</u> Court order, or statement which establishes parentage. | Unit CDR (DA Form 5960) Unit CDR (DA Form 5960) Unit CDR (DA Form 5960) |
| NOTE: The next segments refer to the use of DD Form 137 to claim BAQ at with dependent rate. Original DD Forms 137 should be forwarded for approval to: Director , DFAS-IN, ATTN: DFAS-IN-JFC-D Indianapolis, IN 46249-0685. A copy can simultaneously be submitted to the servicing RCPSO to establish the entitlement on the soldier's MMPA pending approval. | | |
| (5) Unmarried child, 21 or 22 yrs, full-time student | Birth certificate and statement of: a. income and expenses showing over 1/2 support by parent; and b. enrollment in full-time course of study. | DFAS-IN (DD Form 137) |
| (6) Unmarried child, any age, incapable of self support. | a. statement by medical authority showing incapacitating condition; and b. statement of income and expenses of child showing over 1/2 support by parent; and c. enrollment document or letter from educational institute showing full-time status (must include expected date of graduation). | DFAS-IN (DD Form 137) |
| b. BAQ Secondary Dependency | | |
| Relationship | Documentation | Approval |
| Parent (including step-parent, parent by adoption, person in loco parentis, for a continuous period of at least 5 yrs before soldier's 21st birthday; or a parent, step-parent, or adopted parent of soldier's spouse) . | Statement listing parent's income and expenses showing over 1/2 support by the soldier. | DFAS-IN (DD Form 137) |

3-19. Incentive pays

Incentive pays are authorized by letter orders. The following incentive pays represent some of those authorized for USAR soldiers: (**NOTE:** *Those preceded by an asterisk (*), reported on ADARS, are paid automatically once the entitlement is established on the soldier's MMPA account.*)

- a. * Aerial Flight.
- b. * Parachute Duty.
- c. * Demolition Duty.
- d. Experimental Stress.
- e. Toxic Fuel (or Propellants) Duty.
- f. Dangerous Viruses (or Bacteria) Lab Duty.
- g. Flight Deck Duty.

3-20. Document preparation

[#] a. Submit one copy of orders authorizing incentive pay to the servicing RCPSO to establish entitlement on the MMPA. **Include a statement on the duty order that the**

soldier is authorized or required to perform hazardous duty.

b. Automated incentive pays should be reported on ADARS for Inactive Duty Training (IDT) periods (see this chapter, sec I). All **individual** AT/ADT/ADSW should be reported in blocks 12 and 16 of USARC Form 24-R using the same codes listed in this chapter, section I (see this chapter, section II for AT/ADT/ADSW requirements).

c. Nonautomated incentives for periods of IDT must be requested in block 20 and 25 of USARC Form 22-R, and for AT/ADT/ADSW duty periods use blocks 12 and 16 of USARC Form 24-R under the same guidance as stated in paragraph b above.

d. If a soldier is entitled to more than one incentive pay, where one is automated and one not, both are requested on the USARC Form 24-R by completing blocks 12 and 16 with applicable codes. If both are automated, then follow the same rule because only one will pay automatically, but both must be requested. If neither incentive is automated,

the same procedure applies, blocks 12 and 16 of USARC Form 24-R must reflect both incentives.

e. Submit USARC Form 22-R when the soldier's pay must be adjusted due to failure to meet the performance requirements (see para 3-4).

f. When the entitlement to incentive pay is terminated, submit a copy of the termination orders or a USARC Form 22-R. Complete block 13 and explain the reason for termination in block 25.

3-21. Special pays

a. Entitlement to special pay is authorized on orders. The following special pays are authorized for USAR soldiers for periods of AT/ADT/ADSW only, but all must be reported on USARC Form 24-R in blocks 12 and 16 (see this chapter, section II). The asterisk (*) indicates that these are automated:

- (1) * Medical Pay.
- (2) * Foreign Duty Pay.
- (3) * Hostile Fire Pay.
- (4) Special Duty Assignment Pay (ADSW only).
- (5) Career Sea Pay.
- (6) Dental Pay.
- (7) Veterinary Pay.
- (8) Optometry Pay.

b. The following special pays are authorized for AT/ADT/ADSW and IDT performance: They are not automated and must be reported on USARC Form 22-R for IDT and USARC Form 24-R for AT/ADT/ADSW.

- (1) Foreign Language Proficiency Pay.
- (2) Diving Pay.

c. Document preparation.

[#] (1) Submit one copy of orders authorizing special pay to the RCPSO to establish entitlement on the MMPA. **Include a statement on the duty order that the soldier is authorized or required to perform (specify the special type) duty.**

(2) Automated special pays for all AT/ADT/ADSW should be reported on USARC Form 24-R in blocks 12 and 16 (see this chap, sec II).

(3) Nonautomated special pay for periods of IDT must be requested in blocks 20 and 25 of USARC Form 22-R and for AT/ADT/ADSW, complete blocks 12 and 16 of USARC Form 24-R.

(4) When the entitlement to special pay is terminated, submit a copy of the termination orders or USARC Form 22-R with block 13 completed and the reason for the termination entered in block 25.

3-22. Saved Pay

Submit the following forms to the servicing RCPSO for Saved Pay.

a. For IDT entitlements: USARC Form 22-R. Check block 9 and list all drill dates, periods of drills (AM/PM) and types of drills in the remarks section. Additionally, provide information on any incentive pay due. This should be submitted after each drill period if entitlement exists.

b. For AT/ADT/ADSW entitlements: All periods of individual AT/ADT/ADSW and Unit Annual Training should include total number of days performed, all allowances, incentives, and special pays due. The request

for Saved Pay is included on USARC Form 24-R when requesting individual AT/ADT/ADSW payments. USARC Form 24-R should also be submitted on each soldier entitled to Saved Pay when unit AT is performed. Submission should be on the next TL following the TL used for unit AT submission.

[#] c. The USARC forms should include the prior and current grade and years of service for which the soldier is entitled to saved pay (**reference DODFMR Volume 7A, Part 1, Chapter 2).**

[#] 3-23. Uniform allowances

Guidance for payment of uniform allowances is in the **DODFMR Volume 7A, Part Three, Chapter 30 and Part Eight, Chapter 56.**

a. When an officer is due an initial uniform allowance or an additional uniform allowance, submit USARC Form 30-R to the RCPSO requesting the payment.

b. The USARC Form 30-R should include:

- (1) Name, rank, and social security number.
- (2) Prerequisites for the initial uniform allowance have been met.
- (3) Prerequisites for the additional uniform allowance have been met.
- (4) Original signature of officer receiving entitlement and date signed.

Section VII

Miscellaneous

3-24. Duplicate input

a. Submission of duplicate transactions will reject based upon system edits, such as promotions of equal grade and effective dates. They usually do not impact on soldier's pay.

b. If duplicate drill periods are input (such as two transactions with the same drill period (AM/PM), drill date and drill type) and are processed in different cycles, the subsequent input will reject. If these duplicate transactions go into the same cycle, DJMS/RC will reject both of them because it can not determine which is correct.

c. Another duplicate situation occurs when a drill period and AT/ADT/ADSW period is reported with the same date or have overlapping dates; DJMS/RC will reject the subsequent action.

d. The rejected duplicates will reflect on reports at the servicing RCPSO who should, in turn, notify the unit if additional input or resubmission is required to resolve the problem.

3-25. Establishing incentive or special pay entitlements

The unit should submit documentation to the servicing RCPSO to establish incentive or special pay entitlements on the soldier's MMPA.

a. If a soldier's drill transaction, through ADARS, is coded for an automated incentive or special pay (i.e., Flight Pay or Parachute Pay) and the incentive or special pay entitlement is not established on the soldier's MMPA, the soldier will not receive payment. The drill transaction will complete 8 cycles (or 4 weeks) before rejecting.

b. However, if an incentive or special pay entitlement is recorded on the soldier's MMPA and pay data is processed without the incentive/special pay coded in, the soldier will receive basic pay only.

3-26. Payment verification procedures

a. Under DJMS-RC the unit should receive the 2405 History Report (see app G) in lieu of the MPV/LES.

b. Soldiers will receive the Leave and Earnings Statement (LES) as a verification of payment. The soldier should receive an LES each time a payment for duty performed is made by DFAS-IN. The soldier may also receive an LES when an administrative change is made to the MMPA, such as a promotion. Soldiers should be advised of this because they may associate receipt of an LES with a payment.

[#]c. Soldiers should receive their LESs in the mail before the unit receives the 2405 history report, so quite naturally they could have a pay problem which you cannot research. Have the soldier bring their copy in to you for assistance in these cases. If additional assistance is needed to research problems, contact your **RSC/DRC** pay coordinator. The 2405 history report is mailed from DFAS to the units following the entitlement month.

3-27. Duty without pay

Submit a copy of active duty orders and applicable substantiating documents to the servicing RCPSO on a TL. Include USARC Form 24-R with the appropriate blocks checked for all entitlements the soldier is due. Enter in block 16 the following remark: "Soldier is not entitled to Basic Pay (see attached orders)."

DEPARTMENT OF THE ARMY
HEADQUARTERS, 81ST US ARMY RESERVE COMMAND
1514 E. CLEVELAND AVE
EAST POINT, GA 30344-6904

AFRC-AGA-RM

ORDER 003-001

22 OCTOBER 1993

BOUDINE, JETHRO W.
123 ANYTOWN BOULEVARD
ANYTOWN, USA 12222-1111

111-22-3333 CPT
3003 CP SPT DET [W7PGAA]
THOMASVILLE, GA 31792-7198

YOU ARE ORDERED TO ANNUAL TRAINING [AT] FOR THE PERIOD INDICATED. UPON COMPLETION OF THE PERIOD OF AT, UNLESS SOONER RELIEVED OR EXTENDED BY PROPER AUTHORITY, YOU WILL RETURN TO THE PLACE WHERE YOU ENTERED AT AND BE RELIEVED FROM SUCH DUTY.

PERIOD: 3 DAYS PLUS ALLOWABLE TRAVEL TIME.

REPORT TO: ATLANTA, GA 30331-5099 TIME/DATE: NLT 0730 HRS, 93/10/23

ATTACHED TO: HQS USARC, DCSCOMPT, S&T BRANCH

PURPOSE: SUPERVISORY ASSISTANCE

ADD'L INSTRUCTIONS: DA FORM 5960 RECERTIFIED 930930

If you cannot perform this duty, immediately notify your unit.

Soldier must pass the APFT and meet weight standards upon reporting.

Tvlr must contact installation DRCS prior to obtaining qtrs at cost.

Stmnt of Non-Availability required if Qtrs/rations are unavailable.

POV is authorized (limited to constructive cost of common carrier).

Obligation contingent upon passed appropriation legislation.

DD Form 1351-2 will be submitted within 15 days of completion of tvl.

FOR ARMY USE AUTH: 10 USC 270[A] HOR: SAME AS SNL

ACCT CLASS FY 94 AT 2142070 24-2321 P3A1310 S47018 /BOU33330030010/R4ZPAD

1198 \$335 1250 \$26 214C \$0 1210 \$0 2572 \$0

1199 \$70 211C \$0 2223 \$0 219C \$6 TOTAL \$437

PERFORMANCE FACTORS: PART - 1 MDS - 3 FMGR - A UUC - Q63

PPN: NA COMP: USAR FORMAT: 260 SEC CL: S

AT TRNG DAYS: 3 ADT TRNG DAYS: 0 ADSW TRNG DAYS: 0 PEBD: 72/11/10

DISTRIBUTION:

2-INDIV

5-UNIT OF ASSIGNMENT

1-DCSRM

1-DCST

FOR THE COMMANDER

RICHARD A. HORTON

LTC, GS, USAR

ADJUTANT GENERAL

PROGRAM CODE: 321110

COMPLETION OF CERTIFICATION BELOW IS REQUIRED ON ALL TOURS OF DUTY TO RECEIVE/MAINTAIN PAYMENT. I CERTIFY THAT I HAVE COMPLIED WITH THE ABOVE ORDER/AMENDMENTS. I HEREBY CLAIM ANY AMOUNT DUE ME. THE STATEMENTS ON THIS FORM ARE TRUE AND COMPLETE. IF A FEDERAL EMPLOYEE, I CERTIFY THAT I HAVE APPLIED FOR THE APPROPRIATE LEAVE. INCLUSIVE DATES OF DUTY PERFORMED ARE 22 Oct 93 TO 25 Oct 93 (INCLUDING TRAVEL)

A DD FORM 1351-2 WILL/WILL NOT BE SUBMITTED FOR THIS CLAIM.

Jethro W. Boudine

SOLDIER'S PRINTED NAME

Jethro W. Boudine

SOLDIER'S SIGNATURE/DATE

Jerome P. Snowslob

CERTIFYING OFFICIAL'S PRINTED NAME

Jerome P. Snowslob

CERTIFYING OFFICIAL'S SIGNATURE/DATE

PENALTY: The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both (U.S. Code, Title 18, Sec 1371).

The Certifying Officer must have personal knowledge or documentation supporting the fact that the duty was satisfactorily performed.

Figure 3-1. Sample of individual AT/ADT/ADSW orders

TOUR CERTIFICATION ROSTER

page 1 of 3

(INFORMATION COVERED BY PRIVACY ACT OF 1974)

PR NO: U02 UIC: ZZZTOP ORDER NUMBER:

UNIT: 401ST CLEAN-UP COMPANY

ADD: 1224 LOST AVENUE

NOWHERESVILLE, BY 00000-1234

| SSN | NAME | TOUR STR | TOUR STP | IP TYPE | BAS | OTHER |
|--------------------------|-----------------|----------|----------|---------|-----|-------|
| 123456789 | AAACHOO BLESS U | 930801 | 930814 | N | | _____ |
| POV_____FROM_____TO_____ | | | | | | |
| 000000123 | BEHOLD LOW N | 930801 | 930814 | N | | _____ |
| POV_____FROM_____TO_____ | | | | | | |
| 012345678 | GOLD HEART O | 930801 | 930814 | C | | _____ |
| POV_____FROM_____TO_____ | | | | | | |
| 000123456 | HI SHANG | 930801 | 930814 | N | | _____ |
| POV_____FROM_____TO_____ | | | | | | |
| 000012345 | MINE YOURS N | 930801 | 930814 | N | | _____ |
| POV_____FROM_____TO_____ | | | | | | |

Figure 3-2. Sample of unit tour certification roster

TOUR CERTIFICATION ROSTER

page 2 of 3

(INFORMATION COVERED BY PRIVACY ACT OF 1974)

PR NO: U02 UIC: ZZZTOP ORDER NUMBER:

UNIT: 401ST CLEAN-UP COMPANY

ADD: 1224 LOST AVENUE

NOWHERESVILLE, BY 00000-1234

| SSN | NAME | TOUR STR | TOUR STP | IP TYPE | BAS | OTHER |
|-----------|----------------|----------|----------|---------|-----|-------|
| 000001234 | PRETTY SIT N | 930801 | 930814 | C | | _____ |
| POV _____ | FROM _____ | TO _____ | | | | |
| 000000012 | QUE SUSIE | 930801 | 930814 | N | | _____ |
| POV _____ | FROM _____ | TO _____ | | | | |
| 001234567 | ROD RAM | 930801 | 930814 | C | | _____ |
| POV _____ | FROM _____ | TO _____ | | | | |
| 000000012 | SOLOMAN WISE O | 930801 | 930814 | C | | _____ |
| POV _____ | FROM _____ | TO _____ | | | | |
| 000000001 | TURVY TOPSY | 930801 | 930814 | C | | _____ |
| POV _____ | FROM _____ | TO _____ | | | | |
| 111111111 | URGENT NATURE | 930810 | 930814 | N | | _____ |
| POV _____ | FROM _____ | TO _____ | | | | |

Figure 3-2. (continued) Sample of unit tour certification roster

TOUR CERTIFICATION ROSTER

page 3 of 3

(INFORMATION COVERED BY PRIVACY ACT OF 1974)

PR NO: U02 UIC: ZZZTOP ORDER NUMBER:

UNIT: 401ST CLEAN-UP COMPANY

ADD: 1224 LOST AVENUE

NOWHERESVILLE, BY 00000-1234

| SSN | NAME | TOUR STR | TOUR STP | IP TYPE | BAS | OTHER |
|-----|------|----------|----------|---------|-----|-------|
|-----|------|----------|----------|---------|-----|-------|

POV _____ FROM _____ TO _____

CERTIFICATION OF ACCURACY/ATTENDANCE

THE DATA ON THE PRECEDING PAGES HAS BEEN VERIFIED BY ME AND, AS CHANGED,
WITH _____ ADDITIONS AND _____ DELETIONS, REPRESENT THE CORRECT PERIOD OF
ENTITLEMENT FOR THE SOLDIERS LISTED. ANY CHANGES AFFECTING PAY THAT
ACCRUES FROM THIS DATE TO THE ENDING DATE OF THE ABOVE STATED PAY PERIOD
WILL BE IMMEDIATELY REPORTED TO THE APPROPRIATE SUPPORTING FINANCE
OFFICER/AGENT OFFICER FOR USE IN MAKING NECESSARY ADJUSTMENTS.

TYPE NAME AND GRADE: _____ SIGNATURE _____

DATE SIGNED: _____

Figure 3-2. (continued) Sample of unit tour certification roster

Chapter 4

Unit File Maintenance

4-1. Functional files

Following is a list of recommended functional files which should be maintained at the unit. These files should be maintained in accordance with the MARKS regulation.

- a. Inactive Duty Training (ADARS) file (37-103dd).
- b. Transmittal Letter file(37-ACTION)

[#] c. *Miscellaneous Military Pay files.*

(1) *Unit Annual Training certification Rosters*
(37-104-10k)

(2) *Verification and Certification Rosters*
(Signatures cards/Memorandums) 37-107f)

[#] d. *Reports files.*

(1) *UH022-2004 Unit Commander's Pay*
Management Report (37-101-2m)

(2) *UH022-2005 RSC/DRC Commander's Pay*
Management Report (37-101-2m)

(3) *UH022-2012 RSC/DRC Pay Indicator Report*
(37-101-2m)

(4) *UH022-2041 RSC/DRC Late Pay Change*
Report (37-101-2m).

(5) *UH022-2405 History Report (37 - Action)*

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[#]Chapter 5

Selected Reserve Incentive Program (SRIP)

Section I

Enlistment\Reenlistment\Affiliation Bonus (SRIP)

5-1. General

The SRIP bonuses are authorized by Congress to assist in recruiting and retention. These bonuses provide incentives for eligible recruits to enlist or reenlist in certain designated units or selected skills in the USAR.

5-2. Responsibilities

At the unit level, the UA is responsible for--

a. Establishing, maintaining, terminating and suspending bonus accounts, based on the individual soldier's eligibility.

b. Ensuring the soldier meets and maintains all eligibility requirements for the type of SRIP bonus (see AR 135-7).

5-3. Enlistment Bonus SRIP

a. Non-Prior Service Enlistment Bonus.

(1) The non-prior service enlistment bonus offers a cash bonus to eligible recruits enlisting in qualifying USAR troop program units (TPUs) and selected military occupational specialties (MOSs). The dollar amount payable on this bonus is based on multiple factors.

(a) Date of enlistment.

(b) Unit qualification.

(c) MOS qualification.

(2) Bonus payment schedule is outlined in table 5-1 of this pamphlet and AR 135-7; it varies based on date of enlistment.

(3) Bonus eligibility criteria is outlined in AR 135-7.

b. Army Civilian Acquired Skills Program (ACASP).

(1) The ACASP enlistment bonus offers a cash bonus to eligible recruits enlisting in selected MOSs authorized by HQDA. The dollar amount for this bonus has been \$5,000 since first being authorized 1 April 1994.

(2) Bonus payment schedule is outlined in table 5-1 of this pamphlet and AR 135-7; it varies based on date of enlistment.

(3) Bonus eligibility criteria is outlined in AR 135-7.

c. Prior Service Enlistment Bonus.

(1) The prior service enlistment bonus offers a cash bonus to eligible recruits with prior military service enlisting in a qualifying USAR TPU and selected MOS.

(2) Bonus payment schedule is outlined in table 5-1 of this pamphlet and AR 135-7; it varies based on period of enlistment.

(3) Bonus eligibility criteria is outlined in AR 135-7.

5-4. Reenlistment Bonus SRIP

a. The reenlistment bonus offers a cash bonus to eligible recruits reenlisting in qualifying USAR TPUs and selected MOSs.

(1) In the USAR, extensions do not qualify the soldier for this bonus, only reenlistments of 3, 4, 5 or 6 years.

(2) The soldier must have less than 10 total years of service upon reaching the expiration of term of service (ETS) date.

(3) Bonus payment schedule is outlined in table 5-2 of this pamphlet and AR 135-7; it varies based on period of reenlistment.

(4) Other eligibility criteria is outlined in AR 135-7.

5-5. Affiliation Bonus SRIP

a. The affiliation bonus is designed to attract soldiers leaving active duty into the Army Reserves.

(1) This SRIP offers a soldier \$50 per month for each remaining whole month of Military Statutory Obligation (MSO) served satisfactorily in the USAR.

(2) If the soldier has less than 18 months of remaining MSO at the time of affiliation, the entire amount of the bonus is paid upon affiliation to the unit.

(3) If the soldier has 18 or more months of remaining MSO, half the bonus is paid upon affiliation and the other half is payable on their sixth year anniversary. For affiliations to a USAR unit from the active Army prior to 30 November 1993, the second half is payable on their fifth anniversary. These cases require special handling at the RCPSO and need to be identified upon submission that the affiliation was prior to 30 November 1993.

5-6. Establishing Bonus Account

Appendix D describes the substantiating documents required to establish a bonus account on the soldiers Master Military Pay Account (MMPA).

5-7. SRIP payment procedures

Payment schedules for the various SRIP offered USAR TPU soldiers are outlined in tables 5-1 and 5-2 of this pamphlet, and AR 135-7; they differ depending on qualifying criteria. Appendix D describes the substantiating documents to generate an SRIP payment to a soldier. Due to the programming in DJMS-RC some bonus payment will consist of 2 entries. These accounts are denoted as "Plus D02 TIN" in the "Bonus Type on DJMS" column of tables 5-1 and 5-2.

a. Initial payment. Prepare a USARC Form 23-R reflecting the following information:

(1) Soldier's name, SSN and grade.

(2) Type of incentive (Enlistment, Reenlistment, Affiliation).

(3) Effective date of this action/payment.

(4) MOS.

(5) UIC.

(6) Authorization number for reenlistment bonuses.

(7) Number of months of affiliation (if applicable).

(8) Enter any remarks which may be needed for accounts needing special handling; i.e., soldier transferred between units prior to initial bonus payment.

b. Installments. Verify the soldier is eligible for continued participation in the program contracted for and that the soldier is a satisfactory participant (as defined in AR 135-7) during the period for which the payment is being claimed. Prepare a USARC Form 23-R reflecting the following information:

(1) Soldier's name, SSN and grade.

(2) Type of incentive (Enlistment, Reenlistment, Affiliation).

(3) Effective date of this action/payment.

(4) MOS.

(5) UIC.

(6) Authorization number for reenlistment bonuses.

(7) Number of months of affiliation (if applicable).

(8) Enter the period for which satisfactory participation is being certified.

(9) Enter any remarks which may be needed for accounts needing special handling; i.e., soldier transferred units prior to initial bonus payment.

5-8. Suspensions

a. Participants in a SRIP may be suspended from the program during authorized periods of non-availability as outlined in AR 135-7. Affiliation bonuses may not be suspended.

b. To suspend the account, prepare a USARC Form 23-R reflecting the following information:

(1) Soldier's name, SSN and grade.

(2) Type of incentive (Enlistment, Reenlistment, Affiliation).

(3) Effective date of suspension.

(4) Reason for suspension.

c. Accounts may be suspended for a maximum period of 1 to 3 years depending on the reason for suspension. Non-availability in excess of the maximum period will be cause for ending the incentive entitlement. The soldier's unit of assignment at the time of suspension is responsible for initiating termination action upon the maximum period being reached.

5-9. Terminations

a. Bonus entitlement will stop, with recoupment, if the soldier--

(1) Becomes an unsatisfactory participant under AR 135-91.

(2) Moves to a non-bonused unit or MOS, or is reclassified in an MOS other than that for which contracted (unless due to normal career progression, unit inactivation/redesignation or if move is approved by Chief, Army Reserve). For further clarification see AR 135-7.

(3) Accepts a permanent civilian position where membership in the Selected Reserve is a condition of

employment, when he or she has served less than 6 months of enlistment.

(4) Accepts appointment as Reserve Officer or Warrant Officer with less than 1 year served.

(5) Separates from enlisted status in a Selected Reserve unit of the USAR for any reason, except when separated for an authorized period of non-availability as outlined in AR 135-7. Separations include, but are not limited to--

(a) Discharge, or transfer to the Individual Ready Reserve, Standby Reserve, or Retired Reserve.

(b) Enlistment or appointment in the Regular Army or in a Regular or Reserve Component of a military service other than the U.S. Army.

(c) Voluntary entry or order to extended active duty in the Active Army.

b. Bonus entitlement will stop, without recoupment, if the soldier--

(1) Accepts a permanent civilian position where membership in the Selected Reserve is a condition of employment, when he or she has served more than 6 months of enlistment.

(2) Accepts appointment as an officer after 1 or more years of enlistment is fulfilled.

(3) Becomes a participant in the Senior Reserve Officers' Training Corps/Simultaneous Membership Program (ROTC/SMP) on enrollment in the ROTC advanced course, or becomes an assigned member of control group (ROTC).

(4) Dies or suffers injury, illness or other impairment not the result of his or her own misconduct.

(5) Fails to extend the contracted term of service for a period of non-availability.

(6) Moves to a non-bonused unit or MOS, or is reclassified in an MOS other than that for which contracted, when due to normal career progression (see AR 611-201), unit inactivation/redesignation or if move is approved by Chief, Army Reserve. For further clarification see AR 135-7.

(7) Completes a total of 6 years service in the Selected Reserve (enlistment bonuses only).

(8) Is attending high school at time of enlistment and does not become a secondary high school graduate within the required time frame (enlistment bonuses only).

5-10. Correction to bonus account

To correct a bonus account established erroneously, prepare USARC Form 22-R and fully explain the problem. Provide documentation to substantiate the change.

5-11. AGR SRIP participants

Soldiers entering on AD in an AGR status may be eligible for continued SRIP payment as defined in AR 135-7. If a soldier is eligible for continued SRIP payment, prepare a USARC Form 23-R and attach copies of the AGR order when payments are due. This only applies to soldiers going on AGR tours after DJMS deployment. These payments are submitted to the servicing RCP SO which handled the account prior to the AGR tour. All other AGR soldiers on active duty prior to DJMS and entitled to

anniversary payments under SRIP, should file for payment by sending substantiating documents to : Director, DFAS-IN, ATTN: DFAS-IN-FJX, 8899 East 56th Street, Indianapolis, IN 46549-0001.

Section II

Student Loan Repayments/Health Professional Loan Repayment (SLRP/HPLR) Programs

5-12. General

The Student Loan Repayment Program and the Health Professional Loan Repayment Program are designed to repay designated loans secured by eligible soldiers assigned to the Selected Reserves. Student and Health Professional Loans are taxable income, but federal income tax is not withheld from the disbursement, thereby leaving the soldier with a tax liability at the end of the tax year.

5-13. Program conditions

Complete guidance on the administration of the SLRP/HPLR is in AR 135-7.

a. The SLRP bonus is not paid to the soldier, but to the financial institution that made the loan to the soldier. This program is not automated through DJMS-RC and is processed differently than other SRIP bonus payments. Process payments under this program using DD Form 2475. These are some of the conditions of the program:

(1) The loan must have been taken out after 1 October 1975 and be a federally guaranteed loan (see AR 135-7).

(2) The loan could have been taken out prior to or during the term of the enlistment.

(3) Payment should not be made for any part of the loan the soldier has already paid; therefore, it is in the soldier's best interest to defer payments as long as possible. However, the soldier should be careful not to default on the loan.

(4) Each year, until the maximum amount is paid, the Army will repay 15% of the original balance of all eligible student loan balances, plus all the interest accrued during the year, or \$500, whichever is greater (except when there is less than \$500 remaining to be paid on the loan).

(5) Student loans become eligible for repayment each year on the anniversary of the SLRP addendum. The loan must be at least 1-year old at the time. If the loan is not 1-year old, a partial year payment should be made with the first full year entitlement on the next anniversary.

(6) No partial year payments should be made for soldiers who become ineligible for SLRP, in accordance with AR 135-7.

(7) Termination of entitlements to the SLRP will stop if the soldier separates from the Selected Reserves as an enlisted soldier for any reason, including enlistment or voluntary recall into the active forces.

(8) If the soldier is ordered to active duty in an AGR status under Title 10 USC 672d, SLRP eligibility is terminated if it represents the soldier's initial entry on

active duty and the soldier is enrolled in the active duty entitlements portion of the Montgomery GI Bill, per chapter 10 of AR 135-7.

b. The HPLR program is designed to repay educational assistance loans obtained by USAR officers in the Medical Corps (MC) and Army Nurse Corps (ANC). There are conditions to this bonus that are similar to the SLRP:

(1) The loan must have been taken out after 1 October 1975.

(2) Officers must have been commissioned in the MC or ANC since 1 October 1985. The officers must be professionally licensed and, if required, certified.

(3) Payment should not be made for any part of the loan the soldier has already paid. Therefore, it is in the soldier's best interest to defer payments as long as possible. Payment cannot be made against HPLR loans which are in default. Therefore, the soldier should be careful not to default on the loan.

(4) Each year, until the outstanding principal balance of the loan (up to \$20,000) is repaid, the Army will repay \$3,000 or the remaining loan balance, whichever is less.

(5) If the loan is not 1-year old, a partial year payment should be made with the first full year entitlement on the next anniversary.

c. No interest is paid on HPLR loans.

d. The HPLR program eligibility will be terminated if the officer is separated from the Selected Reserve for any reason including voluntary entry on active duty in the Active Army and being placed on the Active Duty List (ADL). An exception to this is when the officer is separated for a period of non-availability outlined in AR 135-7, paragraph 7-8.

5-14. Processing SLRP/HPLR Claims

a. Establish a suspense file for soldiers eligible for the loan repayment programs.

b. Upon receipt of the claim package(s) from the soldier, verify that the soldier has served satisfactorily in the Selected Reserve for the required time after securing the loan(s). Complete and forward the loan package(s) in accordance with AR 135-7. Refer to appendix D of this pamphlet, paragraph D-40, for additional guidance.

c. Submit the soldier's claim packet to the following address: Directorate of Resource Management, ATTN: AFRC-FM-RMR-M (SLRP), 1948 S. 11th Avenue, Fort McCoy, WI 54656-5122.

Section III

Reserve Association Support Program (RASP) (TEST)

5-15. General

a. The RASP bonus, is a test bonus program that allows U.S. Army Reservists to enlist in USAR units for 6 years and serve with concurrent active duty in Active Component units for 24 months. After completion of their 24-month active duty tour, they return to their respective Reserve units. This bonus provides incentives for non-qualified personnel to enlist in certain designated units and/or selected skills in the Army Reserve.

b. At unit level, the UA—

(1) Ensures the bonus account is established, maintained, suspended or terminated (if necessary), based on the individual soldier's eligibility.

(2) Ensures the soldier meets all eligibility requirements for the type of SRIP bonus (see AR 135-7 and DA Cir 140-XX).

(a) The RASP bonus has its own criteria for eligibility, termination, recoupment and suspension.

(b) Generally, the bonuses have either contract conditions and addendum forms to the contract that become a vital factor in administering the terms of the bonus and making payments.

c. Additionally, the unit must ensure that payments are timely and accurate.

d. In most cases, USARC Form 23-R is used in conjunction with administering bonus actions through the servicing RCPSO.

e. A list of RASP AC participating units is at appendix L.

5-16. Establishing bonus account

a. Refer to paragraph 5-2 of this pamphlet to establish a soldier's bonus account in accordance with AR 135-7 and DA Cir 140-XX. The soldier's pay account must be established before bonus payments can be made to the soldier.

b. This enlistment bonus offers eligible recruits enlisting in USAR Troop Program Units (TPU-FSPs) a cash bonus of \$5,000 for certain skill Military Occupational Specialty (MOS) and for a specific UIC. In order to qualify for the enlistment bonus, the soldier must be a high school graduate or be within 18 months of graduation. General Equivalency Diplomas (GED) do not qualify a person for this bonus.

c. The bonus is paid in three increments:

(1) The initial bonus payment of \$1,000 is paid when the soldier completes AIT.

(2) The second bonus payment of \$2,500 is paid on the 2nd year anniversary.

(3) The remainder is paid on the 4th year anniversary in the amount of \$1,500.

(4) Each of the last two payments is based upon satisfactory completion of the 2nd and 4th years of the enlistment contract.

5-17. Payment of incentive

Payment schedules are designated by AR 135-7 and DA Cir 140-XX. The initial payment of the Reserve Associate Support Program Bonus is based on successful completion of initial entry training (IET).

The UAs should maintain contact with the IET training installation to ensure soldier completes training. After verification of completion of IET, submit claims payment of initial bonus.

a. Initial payment. Prepare a USARC Form 23-R reflecting the following information:

(1) Soldier's name, SSN, and grade.

(2) Type of incentive (RASP Enlistment, Student Loan Repayment Program).

(3) Effective date of entitlement.

(4) MOS.

(5) UIC.

(6) Number of months of affiliation (if applicable).

(7) Authorization number (if applicable).

b. Installments. Verify that the soldier is eligible for continued participation in the program and that the soldier has participated satisfactorily, as defined in AR 135-7, during the period for which the payment is being claimed.

c. Complete block 8 of USARC Form 23-R verifying satisfactory participation and eligibility for payment of installment due.

5-18. Suspensions

a. Participants in an SRIP program may be suspended from the program during authorized periods of non-participation as outlined in AR 135-7. (Affiliation Bonuses may not be suspended.)

b. To suspend an account, prepare a USARC Form 23-R reflecting the following information:

(1) Soldier's name, SSN, and grade.

(2) Type of incentive (Enlistment, Reenlistment, etc.).

(3) Effective date of suspension.

(4) Reason for suspension.

5-19. Reinstatement of SRIP incentives

Soldiers may request reinstatement in the incentive program upon completion of a period of non-participation (see AR 135-7)

a. Ensure the soldier has extended his or her enlistment/reenlistment agreement by the number of months in a suspended status (see AR 135-7).

b. Prepare a USARC Form 23-R, in addition to the information reflected in 5-18 above to include:

(1) Effective date of reinstatement into the incentive program.

(2) Reason for reinstatement.

5-20. Termination of RASP entitlement

Soldiers will have their RASP entitlements stopped when any of the termination reasons apply as defined in AR 135-7. To terminate, submit USARC Form 23-R with blocks 1-6 and 10 completed. Notify the soldier that recoupment action as a result of the termination of the incentive will be taken, if applicable.

| Table 5-1. Enlistment bonus data | | | | |
|---|-----------------------------|------------------------|------------------------|----------------------------------|
| TYPE OF BONUS | BONUS TYPE ON DJMS | TOTAL \$ AMOUNT | EFFECTIVE DATES | PAYMENT SCHEDULE |
| NON-PRIOR SERVICE ENLISTMENT BONUS <u>MOS QUALIFIED</u> | 1 (MOS QUALIFIED) | \$2,000 | 811001-930331 | 50%, 25% (2 YR) 25% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT BONUS <u>MOS QUALIFIED</u> | 1 (MOS QUALIFIED) | \$1,500 | 930401-950930 | 50%, 25% (2 YR) 25% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT BONUS <u>MOS AND UIC QUALIFIED</u> | 1 (MOS & UIC QUALIFIED) | \$2,000 | 930401-950930 | 50%, 25% (2 YR) 25% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT BONUS <u>MOS AND UIC QUALIFIED</u> | 3 <u>PLUS</u> D02 TIN | \$3,000 | 951001-960930 | 50%, 25% (2 YR) 25% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT BONUS <u>MOS AND UIC QUALIFIED</u> | 3 <u>PLUS</u> D02 TIN | \$3,000 | 961001-PRESENT | 50%, 20% (2 YR) 30% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT BONUS <u>MOS AND UIC QUALIFIED</u> | 3 <u>PLUS</u> D02 TIN | \$5,000 | 961001-PRESENT | 50%, 20% (2 YR) 30% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT <u>UIC QUALIFIED</u> | 2 | \$1,500 | 811001-950930 | 50%, 25% (2 YR) 25% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT <u>UIC QUALIFIED</u> | NONE D02 TIN ONLY | \$1,000 | 951001-960930 | 50%, 20% (2 YR) 30% (4 YR) |
| NON-PRIOR SERVICE ENLISTMENT <u>HIGH PRIORITY UNIT QUALIFIED</u> | 3 | \$2,000 | 930401-950930 | 50%, 25% (2 YR) 25% (4 YR) |
| NON-PRIOR SERVICE ARMY CIVILIAN ACQUIRED SKILLS (<u>ACASP</u>) | 3 <u>PLUS</u> D02 TIN | \$5,000 (MOS ONLY) | 940401-940930 | 20% 30% (3 YR) 50% (5 YR) |
| NON-PRIOR SERVICE ARMY CIVILIAN ACQUIRED SKILLS (<u>ACASP</u>) | 3 <u>PLUS</u> D02 TIN | \$5,000 (MOS ONLY) | 941001-960331 | 50% 20% (2 YR) 30% (4 YR) |
| NON-PRIOR SERVICE ARMY CIVILIAN ACQUIRED SKILLS (<u>ACASP</u>) | 3 <u>PLUS</u> D02 TIN | \$5,000 (MOS ONLY) | 960401-960930 | 50% 20% (3 YR) 30% (5 YR) |
| NON-PRIOR SERVICE ARMY CIVILIAN ACQUIRED SKILLS (<u>ACASP</u>) | P | \$5,000 (UIC & MOS) | 961001-970430 | 50% 20% (3 YR) 30% (5 YR) |
| NON-PRIOR SERVICE ARMY CIVILIAN ACQUIRED SKILLS (<u>ACASP</u>) | P | \$5,000 (MOS ONLY) | 970501-PRESENT | 50% 20% (3 YR) 30% (5 YR) |
| PRIOR SERVICE ENLISTMENT BONUS (PSEB) <u>MOS QUALIFIED</u> (REENLISTED FOR 3 YEARS) | 5 | \$2,500 | 930301-PRESENT | 50%, \$416.66 EA YEAR |
| PRIOR SERVICE ENLISTMENT BONUS (PSEB) <u>MOS QUALIFIED</u> (REENLISTED FOR 6 YEARS) | 6 | \$5,000 | 930301-PRESENT | 50%, \$416.66 EA YEAR |

| Table 5-2. Reenlistment bonus data | | | | |
|--|-----------------------------|-----------------|-----------------|---|
| TYPE OF BONUS | BONUS TYPE ON DJMS | TOTAL \$ AMOUNT | EFFECTIVE DATES | PAYMENT SCHEDULE |
| R6 (6-YEAR REENLISTMENT) W/ <u>LESS</u> THAN 6 YEARS TOTAL SERVICE | 4 | \$1,800 | 781001-860630 | 50%, \$150, \$150, \$150, \$150, \$150 |
| R6 (6-YEAR REENLISTMENT) W/ <u>LESS</u> THAN 6 YEARS TOTAL SERVICE | 4 | \$2,500 | 860701-PRESENT | \$500, \$200, \$300, \$300, \$400, \$400, \$400 |
| R6 (6-YEAR REENLISTMENT) W/ <u>AT LEAST</u> 6 YEARS TOTAL SERVICE BUT NOT MORE THAN 10 YEARS | 6 | \$1,800 | 781001-860630 | \$900, \$150, \$150, \$150, \$150, \$150 |
| R6 (6-YEAR REENLISTMENT) W/ <u>AT LEAST</u> 6 YEARS TOTAL SERVICE BUT NOT MORE THAN 10 YEARS | 6 | \$2,500 | 860701-PRESENT | \$500, \$200, \$300, \$300, \$400, \$400, \$400 |
| R3 (3-YEAR REENLISTMENT) W/ <u>AT LEAST</u> 6 YEARS TOTAL SERVICE BUT NOT MORE THAN 10 YEARS | 5 | \$900 | 781001-860630 | \$450, \$150, \$150, \$150 |
| R3 (3-YEAR REENLISTMENT) W/ <u>AT LEAST</u> 6 YEARS TOTAL SERVICE BUT NOT MORE THAN 10 YEARS | 5 | \$1,250 | 860701-PRESENT | \$250, \$200, \$400, \$400 |
| R3 (3-YEAR REENLISTMENT) W/ <u>AT LEAST</u> 6 YEARS TOTAL SERVICE BUT NOT MORE THAN 10 YEARS | 5 <u>PLUS</u> D02 TIN | \$2,500 | 951001-960930 | 50%, \$416.66 EA YEAR |

Chapter 6

Pay Inquiries

6-1. Telephonic inquiries

Inquiries that are of an urgent nature (e.g. Inspector General complaint, Congressional Inquiry) should be made directly to the MSC. To make a telephonic inquiry:

- a. Contact the MSC telephonically and furnish the necessary data related to the inquiry.
- b. Prepare a record of telephone conversation.
- c. If the MSC cannot respond to the inquiry during the telephone call, place the record of telephone conversation in the unit suspense file. Upon receipt of the response from the MSC, annotate the reply on the record of telephone conversation. If a satisfactory response is not received from the MSC within 48 hours, elevate the inquiry to the next level of command.
- d. Review the response with the soldier.

6-2. Written inquiries

Inquiries that are of a routine nature should be submitted to the RCPSO in writing. To make a written inquiry:

- a. Prepare USARC Form 27-R in original and two copies. Furnish all necessary data related to the inquiry as well as substantiating documents, if necessary to the RCPSO on a TL. Retain one copy of the USARC Form 27-R in a suspense file.
- b. The RCPSO should prepare a response on the original USARC Form 27-R and return it to the unit. Review the response with the soldier.

6-3. Bulletin board inquiries

Inquiries can be made to your MSCs using the Finance Bulletin Board System (BBS). See appendix M for instructions.

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Chapter 7 Collections

7-1. Non-Performance

(Indebtedness to the U.S. Government for payment received for duty not actually performed.)

a. If less than 60 days has transpired since the overpayment, notification to the soldier is not required. Prepare USARC Form 28-R. Check block 15 and provide collection instructions in block 25. Attach substantiating documents and forward them to the servicing RCPSO on a TL.

b. If more than 60 days has elapsed since the overpayment, take the following action.

(1) Notify the soldier by completing USARC Form 28-R. Explain why collection action is being taken and how much will be collected. Also indicate that the soldier may request to have the debt prorated or accelerated. Also notify the soldier of his/her right to request a waiver (see para 7-9).

(2) Assign a 30-day suspense and place a copy of USARC Form 28-R in the unit suspense file.

(3) Upon receipt of soldier's response or termination of suspense date, forward USARC Form 28-R and substantiating documents to the RCPSO.

(4) Whatever action is requested by the soldier, USARC Form 28-R should reflect commander's recommendation. Proration is based on a daily rate and must be entered in whole dollar amounts. *(For example, soldier requests proration amount of \$5.00 per day. If the soldier performs a MUTA 4, \$20.00 will be withheld.)*

c. Each debt is accounted for independently on the soldier's MMPA until each debt is totally dissolved.

7-2. Fines/Forfeitures (Articles 15/Courts -Martial)

a. Soldier's may request to prorate fines, but not fines adjudged by Articles 15 or Courts-Martial.

b. When fines are imposed on a soldier by a Courts-Martial or Article 15, submit the substantiating documents on a TL to the servicing RCPSO.

c. If changes occur (e.g. erroneous collection, punishment set aside, etc.) submit the substantiating documents on a TL to the RCPSO for appropriate action.

7-3. Collecting Government property lost or damaged (GPLD) and reports of survey

a. Upon receipt of a statement of charges signed by the soldier or an approved report of survey, the unit should take the following actions:

(1) If the soldier requests proration or acceleration of the collection and the commander recommends approval, prepare USARC Form 28-R. The USARC Form 28-R must be signed by the soldier requesting the action and by the commander indicating recommendation for approval. If the soldier requests proration, include the amount to be collected from each day of active duty or each period of IDT performed.

(2) Submit the original statement of charges or report of survey to the servicing RCPSO for processing. If

applicable, include a statement requesting proration or acceleration of the collection.

(3) Maintain a copy in the unit suspense file.

(a) Monitor the soldier's MMPA to ensure the debt is established.

(b) After the debt is collected from the soldier, clear the suspense and take necessary actions in accordance with applicable supply and property book procedures.

7-4. Debts for transitioned/transferred soldiers

(Indebtedness discovered after the soldier has been reassigned or discharged.)

a. If the soldier has transferred to another unit.

(1) Prepare a DD Form 139 explaining the debt in enough detail that the gaining RCPSO will be able to initiate collection action. Include any substantiating documents to support the reason for indebtedness and forward to the soldier's new unit of assignment. If the new unit's address is unknown, forward the DD Form 139 and any attachments to the gaining RCPSO.

(2) Maintain a copy in the unit suspense file for follow-up action.

b. If the soldier has separated, but is still on the MMPF.

(1) Forward the DD Form 139 to the servicing RCPSO to be input as a collection.

(2) If the DD Form 139 originated from another unit, return a copy of the DD Form 139 to the originator indicating what action was taken.

c. If the soldier has separated and is no longer on the MMPF.

[#] (1) Prepare a DD Form 139 as above, attach any substantiating documents, including the notice that was sent to the soldier, and forward it to **the Directorate of Debt and Claim Management, ATTN: DFAS-DE/FYOE, 6760 E. Irvington Place, Denver, Colorado 80279-7000.**

(2) Annotate the DD Form 139, "SEPARATED", and include the effective date of separation and the soldier's last known home address.

7-5. DD Form 139 received from other sources

a. The unit may receive a DD Form 139 from various sources; e.g. DFAS-IN, the soldier's prior unit, etc. If the soldier is a member of the unit, take the following actions:

(1) Research the soldier's pay records/MMPA to determine if the collection action has already been taken. If it has, complete the form explaining what collection action was taken, attach substantiating documents and return it to the originator.

(2) If collection action has not been taken, notify the soldier by USARC Form 28-R. Inform the soldier that proration or acceleration of the collection may be requested. Also notify the soldier of his/her right to request a waiver (see para 7-9). Keep a copy in the unit suspense files with a 30-day suspense.

(3) When the soldier responds or after the 30-day suspense expires, forward the DD Form 139 to the RCPSO for processing. Attach any substantiating documents; such as orders, pay vouchers, requests for proration, etc.

b. If the soldier has separated, annotate on the DD Form 139, "SEPARATED", the effective date, and the soldier's

last known home address. Return the DD Form 139 to the originator.

7-6. Debts to nonappropriated fund (NAF) activities and other agencies

a. NAF activity debt collections.

(1) The DFAS-IN may make involuntary collections from a soldier to pay NAF debts. This indebtedness may have occurred from dishonored checks or delinquent accounts.

(2) The NAF activity is responsible for notifying the soldier of the indebtedness. They may forward a letter through the soldier's unit commander requesting assistance in the collection of amounts owed. The unit commander should assist the NAF activity in obtaining a voluntary cash settlement from the soldier. The soldier should forward any cash settlements directly to the NAF activity.

(3) If cash settlement is not possible, inform the NAF activity to complete and forward a DD Form 139 and forward directly to Defense Finance and Accounting Service - Indianapolis Center, ATTN: RC Proc Div, Indianapolis, IN 46249-0001. The DD Form 139 should include the following information:

(a) A statement requesting collection action per DODPM Table 7-7-5, rule 6.

(b) Date(s) soldier and unit were notified of the indebtedness.

(c) The method of notification.

(d) The type of indebtedness.

(e) The NAF activity concerned.

(f) Amount of debt, plus service charge, if indebtedness is for a dishonored check.

(g) A copy of the check.

b. Debts for other U.S. Government agencies.

(1) If a soldier is indebted to another U.S. Government agency, that agency may request collection of the debt from the soldier's military income. The DFAS-IN initiates and maintains these debts. They should send the soldier notification prior to making any collections.

(2) Provide assistance to the soldier if there are any questions or complaints. The soldier must correspond directly with the Government agency requesting the collection.

[#] 7-7. Notice of Levy on Wages, Salary and Other Income (TD Forms IRS 668-W)

If a notice of levy is received at the soldier's unit, prepare a letter returning it to the IRS. Indicate on the letter that the notice of levy should be mailed directly to **Defense Finance and Accounting Service - Indianapolis Center, ATTN: DFAS-IN/FJECG, 8899 East 56th Street, Indianapolis, IN 46249-0875.**

7-8. Court orders

Take the following actions on court orders received for assignment, apportionment, attachment, garnishment, withholding, deduction or collection from soldier's pay:

a. Annotate the court order with the date of receipt.

b. Notify the soldier.

c. Prepare a memorandum indicating whether the soldier is being paid by DJMS-RC or DJMS-AC.

d. Forward the memorandum and the court order on a DA Form 200 to Defense Finance and Accounting Service - Indianapolis Center, Attn: DFAS-IN-GG Legal Office, Indianapolis, IN 46249-0001. The DFAS-IN will make the necessary input to the soldier's account. No further action is required by the unit.

7-9. Waiver of United States claims for erroneous payments of pay and allowances

If a soldier desires to request a waiver, take the following actions:

a. Assist the soldier in preparing DA Form 4943-R (Application for Waiver of Erroneous Payments).

b. Application submission:

(1) USAR Troop Program Unit (TPU) soldiers should submit request to the commander of their unit.

(2) Individual Ready Reserve (IRR) and Standby Reserve should apply to Commander, ARPERCEN, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(3) Former soldiers should apply to Defense Finance and Accounting Service - Indianapolis Center, ATTN: Adjudication Div, Indianapolis, IN 46249-0001.

c. See DODFMR Volume 7A for more guidance on waivers of indebtedness.

Chapter 8

Miscellaneous Actions

8-1. Transfers to AGR

The AGR soldier's unit of assignment should provide financial support as follows:

[#]a. Upon receipt of AGR orders, review and update the **Mobilization Record**. Ensure that it contains all required documents and information as outlined in chapter 4, section I.

b. Forward a copy of the AGR orders to the TPU servicing RCPSO for processing. The RC pay account should be suspended and no pay should process for duty dates past the AGR effective date.

c. See paragraph 5-8 for bonus information for AGR participants.

8-2. Accrued leave

Accrued leave is earned on long tours (30 or more days).

a. Effective 10 February 1976, soldiers may be paid a maximum of 60 days accrued leave during their careers.

[#]b. **The UA should type the following statement in the Remarks section of USARC Form 22-R for the soldier to complete and sign:**

"I accrued ___ days military leave during the period _____ and I used ___ days of that accrual. I am due payment for ___ days accrued military leave. I have not received payment for more than 60 days military leave during my military career."

(soldier's signature).

[NOTE: Accrued leave cannot be carried over from one tour to another, nor can you combine tours to accrue leave. Back to back orders (continuous duty) totaling 30 days of duty does accrue leave. Pay is based on a 30-day month.]

c. If the soldier is not paid accrued leave from the Active Duty DAO/DMPO, the Reserve unit of assignment can request payment from the servicing RCPSO. Submit USARC Form 24-R, with blocks 14 and 15 completed, and attach supporting documents, if applicable, and forward on a TL to the RCPSO.

d. If a soldier is paid accrued leave by DJMS-AC, the unit must submit documentation to the RCPSO to increase the leave days paid in the MMPA. Prepare USARC Form 22-R and attach either DD Form 214 or a copy of the payment LES/voucher, and forward to the servicing RCPSO for processing.

e. Review the 2405 History Report. Verify that the final leave indicator and leave days paid in the MMPA are correct. If the prior service leave entries are not correct, submit a USARC Form 22-R to the RCPSO to correct the MMPA. Units must send prior service documentation of leave paid to the servicing RCPSO before the soldier departs on a long tour of active duty (30 days or more). This should ensure the soldier's MMPA is correct for any future entitlements to payment of accrued leave. Attach any of the following documents to the USARC Form 22-R and submit to the RCPSO.

(1) DA Form 2139 - If accrued leave paid manually prior to DJMS-RC.

(2) DD Form 214 - If paid accrued leave when separated from DJMS-AC.

(3) DD Form 215 - This form supplements DD Form 214.

[#] 8-3. Disability severance pay

A soldier separated for a physical disability which was the result of the performance of duty, is entitled to disability severance pay. Submit separation orders specifying entitlement to Disability Severance Pay to the servicing RCPSO for processing in accordance with the **DODFMR part 4, chapter 35. Obtain a copy of DARP Form 249-2-E, Chronological Statement of Retirement Points, on the separating soldier and send it along with the separation order to RCPSO. This document enables the RCPSO to accurately calculate severance pay.**

[#] 8-4. Incapacitation pay

The regulation that provides Army policy on soldiers who become incapacitated is AR 135-381. Submission of incapacitation claims documentation to **RCPSO Fort Riley, Kansas** for processing is the same as for any other AT/ADT/ADSW pay transaction. Refer to USARC Regulation 140-3, Processing Incapacitation Claims, for complete guidance and specific instructions for processing incapacitation claims.

a. A USARC Form 24-R should be attached to the documentation required by USARC Regulation 140-3 and forwarded to the servicing RCPSO for processing.

b. Each claim should be submitted with enough lead time to ensure it arrives at the RCPSO not later than the first day of each month to be processed for payment.

[#] 8-5. Deceased members' accounts

IMMEDIATELY upon official notification of soldier's death, call **ARPERCEN, Chief, Casualty Branch (commercial 314-538-2218 or DSN 892-2218) or Customer Service (commercial 314-263-6951 or toll free 1-800-318-5298)** and the servicing RCPSO. Provide the soldier's name, SSN, rank, date of death, and status at time of death (e.g., performing AT, ADT, traveling to or from IDT or not in a training status, such as at home or job) and the unit of assignment. a. Prepare a memorandum with the following information:

(1) Date of Death.

(2) AT/ADT/ADSW dates for which payment is due (attach substantiating documents to the memorandum).

(3) Dates and number of drills for which IDT payment is due (attach substantiating documents to the memorandum).

(4) Whether entitlement to death gratuity has or has not been established and whether payment has or has not been made.

(5) Any other claims, to include unpaid travel allowances (attach substantiating documents to the memorandum).

[#]b. See DODFMR Volume 7A, Part Four, Chapter 36; Part Eight, Chapter 56, 57, & 58, and AR 37-104-3 (paragraph 30-51) for any additional guidance, as appropriate, prior to forwarding deceased soldier's financial documents to DFAS-IN.

c. Annotate the front cover with the word "Deceased" in large RED letters and place the following documents in the soldier's **Mobilization Record**:

- (1) The memorandum described in paragraph 8-5a above.
 - (2) DD Form 1300 or the death certificate.
 - (3) DD Form 93 - If not available, add the following information to the memorandum:
 - (a) Statement that the DA Form 201 of the soldier does not contain a valid DD Form 93.
 - (b) Name and address of surviving spouse, if any.
 - (c) If there is no surviving spouse, names and addresses of surviving children, if any.
 - (d) If no surviving spouse or children, the names and addresses of the deceased's parents, if any.
 - (e) If no surviving spouse, children or parents, the names and addresses of the deceased's brothers and sisters.
- [#] d. Send the MMPA and MOB Record to Defense Finance and Accounting Service - Indianapolis Center, ATTN: Dept. 363, 8899 E. 56th Street, Indianapolis, IN 46249-0001.** Annotate the top of the DA Form 200 (TL) with the word "Deceased" in large RED letters. Submission of the PFR should not be delayed more than 10 days pending completion and/or receipt of all applicable documents. (NOTE: Soldier's account remains active until 6 months after separation date (date of death).)
- e. Return any DJMS-RC checks paid after the soldier's death to the address provided in paragraph 8-5d above.

8-6. Out of service claims

Out of service claims should be few under DJMS-RC; however, assist claimant in preparing a DD Form 827, Application for Arrears in Pay, or a claim statement signed by the soldier. Also, assist the soldier in obtaining the documents required to substantiate the claim. (NOTE: Soldier's account remains active for 6 months on DJMS-RC after date of separation.)

- a. Ensure the DD Form 827 or statement includes the following information:
 - (1) Soldier's full name and social security number.
 - (2) Date of separation.
 - (3) Rank and years service during the period.
 - (4) Unit of assignment during the period of the claim.
 - (5) A clear explanation of the claim. Identify the specific item claimed, period involved, and reason for the claim.

b. Submit the signed statement or DD Form 827 and substantiating documents to Director, DFAS-IN, ATTN: Dept 70, Indianapolis, IN 46249-0001.

[#] c. For assistance call (317) 542-2788.

[#] 8-7. Nonreceived/returned payments (EFT/Checks)

a. Lost, stolen, mutilated, destroyed, returned or nonreceived checks.

[#] (1) Assist the soldier with preparing a **DD Form 2660** in five copies. The date of payment and the amount of payment must be shown on the **DD Form 2660** in order for Military Pay Operations to process.

[#] (2) Prepare a DA Form 200 and mail the original and copies 1 and 2 of the **DD Form 2660 to Director,**

DFAS-IN, ATTN: DFAS-IN-FJFAN, Mail Stop #101, 8899 E. 56th Street, Indianapolis, IN 46249-0001.

[#] (3) Attach the third copy of the **DD Form 2660** to the unit copy of the DA Form 200.

(4) Give the fourth copy to the soldier.

[#] (5) Remind the soldier to expect payment of the check amount not earlier than 45 days after DFAS-IN receives the **DD Form 2660**. The Treasury Department must provide a response to the **DD Form 2660** before a new check can be issued.

[#] (6) Advise the soldier that if the original check is received after filing the DD Form 2660, it must be returned to the unit commander or unit pay administrator. Refer to paragraph 8-7c for procedures to return checks to DFAS-IN.

b. Non-receipt of payment by a financial institution participating in the Electronic Funds Transfer (EFT) Program.

(1) Once the unit confirms that the financial institute information is correct and that they did not receive the EFT deposit, call DFAS-IN to report the non-receipt. Provide the soldier's name, SSN, name and address of the financial organization, account number and date of payment.

[#] (2) The DFAS-IN phone numbers are as follows:

(a) Commercial: (317) 542-2736/2732/2734.

(b) DSN: 699-2736/2732/2734.

c. Checks returned by the soldier. If the soldier or unit receives a check for duty not performed, the check must be returned to the paying office (under DJMS-RC it is DFAS-IN).

[#] (1) Prepare a DA Form 200 (TL). In the remarks section of DA Form 200, indicate the reason for the return. Also include the period of duty paid on the check. Staple the envelope containing the check (take care not to staple through the check) **and a copy of the LES showing payment or debt to the TL and mail to Director, DFAS-IN, ATTN: DFAS-IN/FDB, Directorate for Centralized Disbursing., 8899 E. 56th Street, Indianapolis, IN 46249-8700.** Here the check will be cancelled and payment backed out of the soldier's account.

(2) The history is removed from the MMPA and all taxes are cleared for the soldier's tax file. This is accomplished only if the original check is returned.

8-8. Personal checks received from the soldier

a. Discourage soldiers from sending personal checks to the unit. Personal checks should be presented to the UA by the soldier personally so that it's understood what the check is for. The UA should send the check to DFAS-IN, if payment was issued by DFAS-IN, or to the applicable finance office issuing the payment (if other than DFAS-IN).

[#] b. If the unit receives a personal check from a soldier for a payment issued by DFAS-IN that he/she wasn't entitled to, prepare DA Form 200 and send to **Director, DFAS-IN, ATTN: DFAS-IN-FJFAN, Mail Stop # 101, 8899 E. 56th Street, Indianapolis IN, 46249-0001** immediately. In the remarks section of DA Form 200, indicate the purpose of the check. Include a copy of documentation representing the basis of the payment; i.e., ADT order. Place the check in a sealed envelope; do not

fold or staple through the check, but staple the envelope to the DA Form 200.

c. Personal checks to DFAS-IN should be made payable to DAO, U.S. Army, DFAS-IN, Military Pay Operations. If payment was made by other than DFAS-IN, coordinate procedures with that office.

8-9. Claims resulting from the correction of military records

When a soldier has a claim which is the result of a correction to military records, submit to Commander, DFAS-IN, ATTN: Waiver and Corrections Branch, Adjudication Div, Military Pay Operations, Indianapolis, IN 46249-0001. See AR 15-185 for guidance.

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Chapter 9 Mobilization

Section I Conceptual Overview

9-1. General

This chapter provides guidance for Reserve pay administration through all levels of mobilization. It includes:

- a. A conceptual overview of the five phases of mobilization.
- b. A description of tasks associated with all five phases of mobilization.

9-2. Concepts

- a. Mobilization is the process by which the Armed Forces, in part, are brought to a state of readiness for war or other national emergency.
- b. Units must maintain current and accurate records to successfully meet mobilization requirements. Peacetime efficiency is the key to a successful mobilization.
- c. The U.S. Army Forces Command Mobilization and Deployment Planning System (FORMDEPS), Volume III, Reserve Component Unit Commander's Handbook (RCUCH), contains the basic guidance for mobilization pay administration.
- d. The USARC Mobilization Support Plan (MSP) is the implementing guidance for FORMDEPS. Annexes T and U to the USARC MSP provides the guidance for RCUCH.

9-3. Phases of mobilization

Below is a conceptual overview of the five phases of mobilization. This broad overview is presented to better understand the urgent need for accurate and prompt execution of associated tasks. A description of tasks is located in Section II.

a. Phase I (Planning). Phase I, the planning phase, is NOW. The planning phase is the execution of normal, day-to-day pay administration. The goal is to maintain current, accurate records on a daily basis. Phase I ends when the unit receives an alert notice.

b. Phase II (Alert).

(1) When an alert notice is received, administrative momentum increases and time is critical. During this phase the unit should close-out ongoing day-to-day operations and begin tasks for transition to Active Component (AC) status. It is important that transition tasks be completed using a checklist. A sample checklist format is at appendix N. This completed checklist should be mailed together with the Mobilization Packet submitted to the Reserve Component Pay Support Office (RCPSO) to initiate the automated mobilization processes. The alert phase ends on the date the unit is mobilized.

c. Phase III (Home Station). The home station phase begins on the date the unit is mobilized. All soldiers still assigned to the unit on date of mobilization begin accruing active duty pay. The unit must accelerate its pace to complete any tasks still remaining from phases I and II and begin tasks unique to phase III. The ideal is to complete all

tasks before the RCPSO initiates the automated processes of mobilization and before the unit arrives at the mobilization station. Command and control of mobilized Reserve forces passes to the Continental U.S. Armies on the date of mobilization. However, administrative support remains the responsibility of the USARC, through the respective RSCs, RSGs, and DRCs, until the unit arrives at the mobilization station.

d. Phase IV (Mobilization Station). The mobilization phase begins when the unit arrives at the mobilization station. Command passes to the mobilization station on that date. All unfinished tasks from Phases I, II, and III must be completed at this time. Individual Reserve Component (RC) pay accounts should be updated by the mobilization station from documents furnished in mobilization packets (see para 9-6, "NOTE:") and from other data unique to circumstances of Active duty.

e. Phase V (Port of Embarkation). Phase V begins when the unit arrives at the Port of Embarkation.

Section II Mobilization Tasks Responsibilities

9-4. Phase I (Planning)

a. Units--

(1) Determine whether unit is a Force Support Package (FSP) unit. Units designated as FSP are early deployers and must be particularly aware of the requirement for day-to-day preparedness.

(2) Maintain up-to-date processing of administrative pay actions that affect the soldier's Master Military Pay Account (MMPA).

(3) Maintain coordination with the Personnel Office to keep the Master Military Pay File (MMPF) purged of soldiers disqualified for mobilization.

(4) Ensure unit has 100% participation in Electronic Funds Transfer (EFT) (see also para 9-5a(5)). If unit has been designated a CRF or CFP unit, EFT participation should be maintained at 100 percent. The 72-hour criterion for mobilizing these units and the possibility of executing mobilization on a weekend may prohibit coordination with local banking institutions prior to movement of personnel.

(5) Maintain a file of individual orders for IET, AT, ADT, and ADSW so that status of duty performance and status of claims submission and payment is known at all times.

(6) Maintain up-to-date finance support documents in the mobilization packets.

(a) During the Planning Phase only the following documentation is required: Copy of lease agreement, schedule of mortgage payments, or statements or canceled checks to establish rental or ownership expenses. These documents substantiate entitlement to Variable Housing Allowance (VHA) and/or Basic Allowance for Quarters (BAQ) at the without dependent rate for single soldiers when applicable.

(b) During the Alert Phase and the Home Station Phase, additional documents are added to the mobilization packet (Para 9-5a(6) and 9-4a(5)).

(7) Maintain an active dialogue with the commander to ensure that he or she knows the status of all aspects of pay administration.

b. The RSCs and DRCs--

(1) Review the mobilization packets during unit visits to ensure applicable documentation is in place.

(2) Monitor EFT participation and place command emphasis on deficient units.

c. The USARC--

(1) Reviews the mobilization orders during daily operations and visits with the USARC Emergency Operations Center (EOC). Ensures applicable policies guidance and instructions are in place.

(2) Monitors unit transition from inactive to active status on the Reserve Component Pay Platform.

9-5. Phase II (Alert)

a. Units--

(1) Concentrate efforts to finalize Reserve pay actions that were in progress prior to the alert.

(2) Assemble a file containing orders and other documents on soldiers ordered to perform duty in support of mobilization. The duty could be either IDT, AT, ADT, or ADSW. The duty status of soldiers affected by these orders terminates the day prior to the unit's mobilization date and final pay claims must be prepared (see chap 3).

(3) Identify soldiers in an attached status. Submit the required documents to the RCPSO to move the attached soldier's MMPA back into the proper unit of assignment.

(4) Identify soldiers on orders for IET or AT/ADT/ADSW whose duty tour will conflict with the unit's mobilization date. Process pay actions relative to this duty as determined by the commander. [NOTE: The status of these soldiers must be administratively resolved, before the RCPSO is notified of mobilization. This should prevent problems after the automated processes of mobilization are initiated by the RCPSO.]

(5) Concentrate efforts on having those soldiers not participating in EFT processed for EFT.

(6) File four copies of individual mobilization orders in the mobilization packet.

(7) Furnish the RCPSO with a copy of the unit's mobilization order and a copy of each individual mobilization order. In addition, provide the RCPSO with a copy of the mobilization annex (from CLAS mobilization module) reflecting individual soldier attendance status (present, AWOL, etc.). [NOTE: The RCPSO should not initiate the automated mobilization processes until notified by the USARC through the RSC/DRC.]

b. The RSCs and DRCs--

(1) Coordinate with the Deputy Chief of Staff, Personnel to obtain copies of all transfers, attachment/release from attachment orders for the alerted units. Forward them to the RCPSO by telephone facsimile (FAX).

(2) Upon receipt of a mobilization order from the USARC, submit USARC Form 29-R and the mobilization order to the RCPSO via FAX. Determine address for DFAS-IN output data. If an address cannot be determined, use RSC/DRC headquarters address and forward it to the RCPSO.

c. The RCPSO--

[The following guidance is in addition to that provided in the Automated Data Systems Manual (ADSM) published by DFAS-IN.]

(1) Develops plans for tentative work schedules around the added workload under mobilization to ensure unit pay support is met.

(2) Notifies the RSC/DRC and the USARC when it receives a mobilization notice and/or mobilization orders.

9-6. Phase III (Home Station)

a. Units--

(1) Establish a plan to complete tasks that remain unfinished from Phases I and II.

(2) Update the mobilization annex (from CLAS mobilization module) reflecting individual soldier attendance status (present, AWOL, etc.) and provide to the RCPSO.

(3) Establish a plan to obtain the remaining finance documents required for enclosure in mobilization packets (see para 9-4a(6))

[NOTE: The Personnel Office must present a completed mobilization packet to the mobilization station. The finance support documents required in the packet are: (1) Copy of lease agreements, schedule of mortgage payments, or statements of canceled checks to establish rental or ownership expenses; (2) Four copies of individual mobilization orders; (3) Employee Withholding Allowance Certificate (TD Form IRS W-4); and (4) Request for Insurance-Servicemen's Group Life Insurance (VA Form 29-8285).]

(4) Ensure all soldiers prepare travel claims from Home of Record (HOR) to mobilization site. Assemble travel claims with individual mobilization orders attached rather than unit mobilization order. Deliver these vouchers in bulk to the DAO, DMPO, or FB when the unit arrives at the mobilization station depending on who is responsible for mobilization pay support for the operation.

(5) Prepare final Reserve pay claims for soldiers ordered to duty in support of mobilization during the Alert Phase. Refer to chapter 3 for instructions.

(6) Advise the RSC/DRC of tasks that are not completed as of the reporting date to the mobilization station.

(7) In accordance with guidelines established by the USARC, continue routine maintenance of the DJMS-RC pay accounts after unit mobilization and deployment. Such maintenance can include:

(a) Disposition of pay accounts on DJMS-RC that were dropped by the mobilization station DAO.

Disposition will be a transfer action to the IRR or to a different TPU.

(b) Payment of Selected Reserve Incentive Program (SRIP) entitlements.

(c) Changes to the soldier's MMPA mailing address if changed while on active duty. (Payments for SRIP entitlements should go to the soldier's pay option on DJMS-RC.)

(d) Other updating actions that may be required.

(8) Coordinate with RSC/DRC to determine a new unit address to which RC automated pay data should be mailed by Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN). Provide the new address to the RCPSO.

b. The RSCs and DRCs--

(1) Coordinate finance mobilization processing. Ensure TD Form IRS W-4 and VHA documentation are in place for each soldier.

(2) Verify that all soldiers are on EFT.

(3) Determine which units need assistance and coordinate with all available resources at their disposal (e.g., Readiness Groups, HQs, USARC). Assist the unit in completing all other finance tasks.

(4) Monitor the Unit Commander's Pay Management Reports; ensure bonus payments are being submitted by the unit to the RCPSO in a timely manner.

c. The RCPSO--

(1) After being notified of mobilization by the unit/RSC/DRC--

(a) Processes all outstanding TLs in their office from the mobilized units.

(b) Processes transactions to assign or transfer unit personnel (assignment/reassignment orders).

(c) Receives mobilization rosters from the units and inputs mobilization pay codes with effective starting dates and projected ending dates.

(d) Receives and processes all mobilization finance documents from units.

(e) Changes pay code on soldiers identified as non-deployable.

(2) Ensures the unit's active duty mailing address is changed to ensure timely, proper distribution of output data to the unit or other designated activity.

(3) Based on copies of individual soldier's mobilization order or unit order, inputs the appropriate data entries into DJMS-RC on all soldiers being mobilized. The Pay Status code on the DJMS-RC MMPA should be changed to "O". The RC platform is used to pay RC soldiers for their period of active duty, consequently deductions for SGLI will only be made once per month.

d. The DFAS-IN should mail Reserve soldier's Leave and Earnings Statements (LEs) to their MMPA address unless changes are made to current policy.

9-7. Phase IV (Mobilization Station)

a. Defense Accounting Office or Defense Military Pay Office ((DAO or DMPO)--

(1) Verifies every soldier on active duty.

(2) Inputs selected Active Duty transactions on RC soldiers during their inprocessing that could not be determined prior to their arrival at the mobilization station.

(a) The selected Active Duty transactions are used to create or expand basic active duty pay entitlements, collections, and deductions.

(b) Some of these selected transactions generated are: certain special pays and allowances; certain incentive pays; leave accrual; and paid accrued leave.

(c) The selected Active Duty transactions remain on the soldiers MMPA until the soldiers are released from mobilization.

(3) Inputs transactions to remove the selected Active Duty transactions from the soldiers' MMPA when the soldiers are reverted back to Reserve Status.

(4) Validates each soldier's attendance status during the inprocessing cycle.

(5) Processes mass transactions to start Health Professional Pay, VHA, Rations, etc., as appropriate.

(6) Adjusts tour ending dates as required.

(7) Makes adjustments to soldier's pay (such as debts), as required, while the soldier is on Active Duty. Any other adjustments, after the soldier is released from Active Duty, can be input by the unit through the servicing RCPSO.

(8) Inputs tour ending dates to terminate soldiers' accounts when they are not retained on active duty. The DAO/DMPO should also know if the soldier is retained on active duty in medical holding when the rest of the unit is Released from Active Duty (REFRAD).

9-8. Phase V (Port of Embarkation)

At this time the soldier's MMPA should be in a state of readiness which should ensure uninterrupted, accurate pay.

Section III Demobilization

9-9. Aspects of Demobilization

a. Units--

(1) Coordinate the unit's REFRAD date with the servicing RCPSO.

(2) Identify soldiers with pay problems and request supplemental payments.

(3) Ensure soldiers' travel vouchers were completed and processed for settlement (see para 9-6a(4)).

(4) Verify every soldier on active duty.

b. The RSCs and DRCs--

(1) Provide assistance visits to REFRAD units.

(2) Assist with clean-up of pay discrepancies for soldiers with pay problems.

(3) Identify unit vacancies because of non-deployable soldier losses.

(4) Verify every soldier on active duty.

c. The USARC--

(1) Interprets FORSCOM FORMDEPS language for demobilizing units.

(2) Coordinates with RSCs/DRCs if assistance is needed to support demobilizing units.

d. The RCPSO--

(1) Ensures REFRAD information is reviewed and applied to demobilizing units.

(2) Prepares to receive routine Reserve pay transactions from REFRAD units.

(3) Reports to USARC any improprieties resulting from REFRAD of units.

(4) Verifies every soldier on active duty.

e. The DFAS-IN--

(1) Monitors the results of demobilizing on DJMS-RC.

(2) Ensures system problems are resolved so that no soldier accounts are affected.

(3) Prepares to assist with problems reported by the RCPSOs. Provides on-site assistance as required.

f. The DAO/DMPO--

- (1) Verifies every soldier on active duty.
- (2) Out-processes all soldiers upon REFRAD.
- (3) Corrects any known pay problems.

(4) Ensures tour ending dates are correct or changed to terminate payment of active duty from DD Form 214 or release order.

- (5) Verifies soldiers released from medical holding.
- (6) Processes travel vouchers.

Appendix A References

Section I Required Publications

- [#]DODFMR (Military Pay Policy and Vol 7A Procedures Active Duty and Reserve Pay). Cited in paras 1-5, 2-13d(2)(a), 3-13a, 3-22c, 3-23, 4-2c, 7-9, 8-5b.
- [#]DFAS-IN (Finance and Accounting Policy Reg 37-1 Implementation (Travel and Transportation Allowances)). Cited in para 3-12a.
- AR 15-185** (Army Board for Correction of Military Records). Cited in para 8-9.
- AR 37-104-3** (Military Pay and Allowance Procedures Joint Uniform Military Pay System - Army (JUMPS-ARMY)). Cited in para 8-5b.
- AR 135-7** (Incentive Programs). Cited in paras 5-1 thru 5-6, 5-9, 5-11, 5-13, 5-14b 5-15b(2), 5-16a, 5-17, 5-18a, 5-19, 5-20, D-7.
- AR 135-381** (Incapacitation of Reserve Component Soldiers). Cited in paras 2-25, 2-26b 2-27, D-19.
- AR 135-91** (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures). Cited in para 5-9a(1).
- AR 140-1** (Army Reserve Mission, Organization and Training.) Cited in para D -13.
- AR 608-2** (Servicemen's Group Life Insurance; Veterans' Group Life Insurance; United States Government Life Insurance and National Service Life Insurance). Cited in paras 2-9a, D-37.
- [#]DA (U.S. Army Reserve Associate Support Cir 140-XX Program (RASP) (Pilot) (Army policy & procedures for selecting and training soldiers involved in the RASP pilot program. Cited in paras 5-15b(2), 5-16a, 5-17.

Section II Related Publications

- ADSM** (DFAS-IN, Automated Data Systems Manual)
- AR 5-9** (Intraservice Support Installation Area Coordination)
- AR 335-15** (Management Information Control System)
- AR 611-201** (Enlisted Career Management Fields and Military Occupational Specialty)
- JFTR** (Joint Federal Travel Regulation)
- [#]DODFMR (Travel Policy Vol 9 and Procedures).

Section III Prescribed Forms

USARC Form 22-R (Adjustment Certification Worksheet)

Replaces DA Form 4447-R. Used to submit administrative actions to soldier's pay accounts.

USARC Form 23-R (Adjustment Certification Worksheet (SRIP))
(New) Used to relay SRIP bonus information to the RCPSO.

USARC Form 24-R (Individual Claim for Active Duty Pay and Allowances)

Replaces DA Form 5804-R. Used to claim pay and allowances for soldiers performing AT/ADT/ADSW.

USARC Form 25-R (Individual Active Duty Certificate of Performance)

(New) Used to verify individual AT/ADT/ADSW duty performance.

USARC Form 26-R (Transmittal Letter)

Replaces DA Form 4491. Used to transmit pay documents to the RCPSO.

USARC Form 27-R (Pay Inquiry)

Replaces DA Form 4328-R. Used to inquire about soldier's pay status.

USARC Form 28-R (Notice of Indebtedness)

Replaces DA Form 4331-R. Notifies soldier of indebtedness and establishes collection authorization.

USARC Form 29-R (Change to Organizational Data)

Replaces DA Form 4332-R. Used to report unit organizational changes to the RCPSO.

USARC Form 30-R (Officer Uniform Allowance Statement)

Replaces DA Forms 5800-R and 5801-R. Officer claim to uniform allowances. (Initial and Active Duty).

Section IV

Referenced Forms

DA Form 200 (Transmittal Record)

Used to transfer documents from one location to another. DA Form 1380 (Record of Individual Performance Record individual duty of Reserve Duty Training) Records individual duty performance at a time or location other than unit assembly.

DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes)

Lists all creditable service for computing pay entry basic date adjustments.

DA Form 2173 (Statement of Medical Examination and Duty Status)

Used as part of Line of Duty report in authorization of incapacitation payments.

DA Form 3053 (Declaration of Retired Pay Benefits Received and Waivers)

Used by Reserve Component units to identify soldiers receiving military retirement income.

DA Form 3298 (Authorization to Start or Stop BAQ Credit)

Replaced by DA Form 5960. Start, adjust, or stop members entitlement to BAQ and/or VHA.

DA Form 3540/2 ((Certificate and Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the U.S. Army Reserve).

Used to determine the soldier's drill commitment.

[#]DA 3540-1-R (Test) (Certificate and Acknowledgement of Service Requirements for Enlisting into the U.S. Army Reserve Associate Support Program (RASP) Addendum). Used to determine the soldier's active duty commitment.

DA Form 3685 (JUMPS-Army Pay Elections)

Used to elect mailing address of payment option.

DA Form 4187 (Personnel Action)

Used in DJMS-RC to advance E1-E4 and make other adjustments as necessary.

DA Form 4328-R (Pay Inquiry)

Replaced by USARC Form 27-R.

DA Form 4331-R (Notice of Indebtedness)

Replaced by USARC Form 28-R.

DA Form 4332-R (Change to Organizational Data)

Replaced by USARC Form 29-R.

DA Form 4447-R (Adjustment Certification Worksheet)

Replaced by USARC Form 22-R. Records data substantiating a change to a pay account.

DA Form 4491 (Input Control Document)

Replaced by USARC Form 26-R to transmit documents from the unit to the RCPSO.

DA Form 4651-R (Request Assignment or Attachment)

Used to transfer/separate soldier for Reserve Component accounts pending orders.

DA Form 4730-R (Certificate of Performance for Hazardous Duty)

Do not use. Use memorandum to record performance of hazardous duty to substantiate incentive pay.

DA Form 4943-R (Application for Waiver of Erroneous Payments)

Used to seek forgiveness of funds owed to the Federal Government.

DA Form 4963-R (Claim for Reimbursement of Educational Expenses)

Used to itemize reimbursable educational expenses.

DA Form 5261-R (Selected Reserve Incentive Program Enlistment - Bonus Addendum)

Part of the enlistment contract which reflects bonus eligibility.

[#]DA Form 5261-1-R (Test) (Selected Reserve Incentive Program Reserve Associate Support Program (RASP) Enlistment Bonus Addendum)

Part of the enlistment contract which reflects RASP entitlement to a bonus.

DA Form 5261-2-R (Selected Reserve Incentive Program Reenlistment/Extension Bonus Addendum)

That part of the reenlistment contract which reflects entitlement to a bonus.

DA Form 5261-3-R (Selected Reserve Incentive Program Affiliation-Bonus Addendum)

That part of the affiliation contract that relates to bonus eligibility.

DA Form 5261-4-R (Student Loan Repayment Program Addendum)

Authorizes reimbursement eligibility of portions of loans for education expenses.

[#]DA Form 5261-4-1-R (Test) (Army Reserve Associate Support Program (RASP) Student Loan Repayment Program Addendum)

Authorizes reimbursement eligibility of portions of loans for education expenses.

[#]DA Form 5261-5-R (Prior Service Enlistment Bonus Addendum)

Part of the prior service enlistment contract which reflects bonus eligibility.

[#]DA Form 5261-6-R (Reserve Associate Support Program (RASP) Addendum)

Part of the non-prior service enlistment contract which reflects bonus eligibility and payment.

DA Form 5349 (US Army Reserve Drill Schedule)

Not required under ADARS.

DA Form 5350 (US Army Reserve Drill Recording Form)

Not required under ADARS.

DA Form 5351 (US Army Reserve Transmittal Letter)

Not required under ADARS.

DA Form 5536-R (Agreement-Health Professionals Loan Repayment)

Reimbursement criteria for loans in-conjunction with health professionals.

DA Form 5800-R (Officer Initial Uniform Allowance Statement)

Replaced by USARC Form 30-R.

DA Form 5801-R (Officer Uniform Maintenance/Additional Active Duty Allowance Statement)

Replaced by USARC Form 30-R.

DA Form 5804-R (Individual Claim for Military Pay and Allowances)

Replaced by USARC Form 24-R.

DA Form 5960 (Authorization to Start, Stop or Change Basic Allowance for Quarters and/or Variable Housing Allowance)

Form needed by FAO to pay BAQ with dependents and/or VHA

DD Form 4 (Enlistment/Reenlistment Document-Armed Forces of the United States)

Enlistment contract needed to support accession data to establish a pay account.

DD Form 93 (Record of Emergency Data)

Identifies beneficiary upon notice of death.

DD Form 137 (Application for BAQ for Members with Dependents)

Determines members entitlement to BAQ based on secondary dependents.

DD Form 139 (Pay Adjustment Authorization)

Used to address over/underpayments adjustments.

DD Form 214 (Certificate of Release of Discharge From Active Duty)

Documents periods of active duty.

DD Form 215 (Correction to DD Form 214)

Used as correction to DD Form 214.

DD Form 261 (Line of Duty Investigation)

Used to determine if accident or injury was in line of duty.

DD Form 362 (Statement of Charges for Government Property Lost, Damaged or Destroyed)

Used to report charges against soldiers who owe the Government money for GPLD.

DD Form 368 (Request for Discharge or Clearance Reserve Component)

Personnel document sometimes used to remove soldiers from pay system.

DD Form 577 (Signature Card)

Provides sample signature of certifying official.

DD Form 827 (Application for Arrears in Pay)

Used to claim out of service pay adjustments.

DD Form 1300 (Report of Casualty)

Used to report death of soldier.

DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance)

Document used in payment of FSA Type II.

DD Form 1966/1 and 1966/2 (Record of Military Processing Armed Forces of the United States)

Used by MEPS to collect new data on newly recruited soldiers.

DD Form 2058 (State of Legal Residence Certificate)

Documents soldiers legal state of residence for tax purposes.

DD Form 2475 (Student Loan Repayment Information)

Provides information necessary to process claims under the loan repayment program.

[#]DD Form 2660 (Statement of Claimant Requesting Recertified Check).

Used by soldier to request stop payment on a U.S. Treasury check.

[#]DFAS Form 702 (Defense Finance & Accounting Service Military Leave and Earnings Statement)

Soldiers reference of personal pay account and record of payments.

SF 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services)

Used by survivor of deceased soldier to claim entitlements not yet paid.

SF 1199A (Authorization for Deposit of Federal Recurring Payments)

Provides banking data when soldier chooses SURE-PAY.

TD Form IRS W-2 (Wage and Tax Statement)

Used for filing individual income tax returns, reflects earnings and taxes withheld from soldier.

TD Form IRS W-4 (Employees Withholding Allowance Certificate)

Form used to elect marital status and optional additional tax withholding.

TD Form IRS W-5 (Advance Payment of Earned Income Credit)

Used to figure advanced earned income credit for upcoming year.

TD Form IRS 668-W (Notice of Levy on Wages, Salary)

Used by DFAS to withhold pay from soldiers account by court order.

VA Form 21-8951 (Declaration of Waiver of VA Compensation of Pension to Receive Military Pay and Allowances)

Used to identify soldier's drawing compensation from the Veterans Administration.

VA Form 29-8285 (Request for Insurance-Servicemen's Group Life Insurance)

Used to elect individual's insurance coverage.

VA Form SGLV 8286 (Servicemen's Group Life Insurance Election)

Used to change individual insurance coverage.

Preliminary Unit Payroll List (PPL)

Deleted. Not required under DJMS-RC.

SCN Master List

Deleted. Replaced by Unit Annual Training Certification Roster. Provides unit AT information to servicing RCPSO.

**Section V
Recordkeeping Requirements****Functional files**

Following is a list of recommended functional files which should be maintained at the unit. These files should be maintained in accordance with the MARKS regulation.

- a. Inactive Duty Training (ADARS) file (37-103dd).
- b. Transmittal Letter file (37 - ACTION).
- c. Mobilization Readiness Data File (37-104-10f).
- d. Miscellaneous Military Pay files.
 - (1) Annual Training Certification Rosters (37-104-10k).
 - (2) Verification and Certification Authority (Signature cards/Memorandums) (37-107f).
- e. Reports files.
 - (1) UH022-2004 Unit Commander's Pay Management Report (37-101-2m).
 - (2) UH022-2005 RSC/DRC Commander's Pay Management Report (37-101-2m).
 - (3) UH022-2012 RSC/DRC Pay Indicator Report (37-101-2m).
 - (4) UH022-2041 RSC/DRC Late Pay Change Report (37-101-2m).
 - (5) UH022-2405 History Report (37 - ACTION).

Appendix B

USARC Forms - Use and Completion

B-1. General

- a. The USARC forms prescribed by this pamphlet were designed to comply with the new DJMS-RC requirements.
- b. Modification of these forms in any capacity is prohibited. Contact the proponent of this publication for details on submitting requests for changes.
- c. All forms should be typed or printed legibly in black or blue ink. Proper completion of the USARC forms require only a few minutes and most of the data entries are self explanatory. The blank USARC forms found in the back of this pamphlet are to be locally reproduced for use.

B-2. USARC Form 22-R (Adjustment Certification Worksheet)

Use to facilitate corrective actions on the soldier's Master Military Pay Account (MMPA). Also use to adjust other non-administrative actions in the soldier's pay account.

- a. Blocks 1 - 3 are self explanatory.
- b. Block 4, **Mailing Address Correction**. Check this block when the soldier's pay is going to EFT and he/she wants to change his/her MMPA mailing address. The change will only affect where his/her LES and W-2 is mailed to. *The soldier must also sign in block 25.*
- c. Block 5, **Sex Code**. Check this block to change the soldier's incorrect sex code only as the result of an incorrectly established code on the soldier's MMPA. Also check M or F, as applicable.
- d. Block 6, **Reissue W-2**. Check this block to request the RCPSO reissue the soldier's W-2.
- e. Block 7, **PEC Change**. Check this block to correct the soldier's incorrectly established program element code (PEC). Enter the correct PEC.
- f. Block 8, **ST-PGMA Change**. Check this block to correct the code in the event it was incorrectly established. ST (state) applies to ARNG, but the PGMA (pay group mobilization augmentee) should be "AN" for all soldiers assigned to USAR troop program units. Enter the correct code.
- g. Block 9, **Saved Pay**. Check this block to provide data necessary when adjusting payments for soldiers in a saved pay category. Enter grade and PEBD.
- h. Block 10, **Other**. Check this block if no applicable block is provided. State the action requested. An appropriate remark is needed in block 25 to provide clarification of what is being requested.
- i. Block 11, **Separation**. Check this block when no document is available to remove soldier's account from the unit's data base. Enter effective date of separation. Also requires an explanation in block 25 regarding circumstances. Normal separations should be accomplished with appropriate documentation.
- j. Block 12, **Contractual ETS Date Correction**. Check this block to correct an incorrectly established ETS date on the soldier's MMPA. Enter the correct date.
- k. Block 13, **Terminate Special/Incentive Pay**. Check this block to terminate entitlements on a soldier who

transfers from a unit where he/she was authorized to perform and be paid special/incentive entitlements to a unit where these entitlements do not exist. Enter the entitlement code and the effective date.

- l. Block 14, **Pay Grade Correction**. Check this block to correct an incorrect pay grade established on the soldier's MMPA.
- m. Block 15, **Adjust Payment**. Check this block to request an adjustment to an incorrect pay/non-payment. This requires an explanatory remark in block 25 and additional documentation to clarify claim.
- n. Block 16, **PEBD Correction**. Check this block to correct an incorrect pay entry basic date (PEBD) when the soldier's MMPA was established. Additional documentation may be necessary to resolve the problem.
- o. Block 17, **Bonus Correction**. Check this block to correct any situation surrounding the soldier's bonus entitlement that was established incorrectly on the MMPA.
- p. Block 18, **Date of Gain Change**. Check this block to correct an incorrect date of gain (DOG) on the soldier's MMPA.
- q. Block 19, **PAS Change**. Check this block to correct the soldier's personnel accounting symbol (PAS), if established incorrectly. Enter correct PAS.
- r. Block 20, **Nonautomated Incentive**. Check this block to pay any of the nonautomated incentive and special entitlements. Enter applicable information in block 25.
- s. Block 21, **Pay Status Code Change**. Check this block to correct an incorrectly established code on the soldier's MMPA.
- t. Block 22, **SSN Correction or Name Change**. Check this block to make a correction to the soldier's MMPA when one or both were established incorrectly.
- u. Block 23, **Correct Accrued Leave Days Paid**. Check this block to correct what was incorrectly established on the soldier's MMPA.
- v. Block 24, **Other**. Check this block to indicate action other than one identified in any of the previous blocks. State the action requested. An appropriate remark is needed in block 25 to provide clarification of what is being requested.
- w. Block 25, **Remarks**, is used in conjunction with many of the above referenced blocks to provide an explanation of what is being requested.
- x. Blocks 26 and 27, **Reviewer's Signature and Date**, are self explanatory.

B-3 USARC Form 23-R, Adjustment Certification Worksheet (SRIP)

Use in the administration of the Selected Reserve Incentive Pay (SRIP) bonus administration for USAR soldiers.

- a. Blocks 1 - 3 are self explanatory
- b. Block 4, **Grade**. Enter the soldier's current pay grade.
- c. Block 5, **Type of Incentive**. Enter the type of bonus program the soldier is currently enrolled in; i.e., enlistment, reenlistment, affiliation.
- d. Block 6, **Effective Date**. Enter the actual date of the bonus action being requested; e.g., due date of bonus anniversary payment, date of termination of bonus entitlement, date of suspension of bonus entitlement, etc.

e. Block 7, **Initial Payment**. Check this block to address the initial payment of enlistment, reenlistment, and affiliation bonuses. Enter the soldier's MOS, the UIC, authorization/control number, and (for affiliation bonuses) the number of months of affiliation.

f. Block 8, **Installment Payment**. Check this block to request the anniversary payment of those bonuses listed in block 7 above. Enter the date after last payment was due and the date the installment is due.

g. Block 9, **Suspension/Reinstatement**. Check this block to temporarily suspend bonuses when the soldier leaves the system for a period of authorized time where he/she is not penalized for that absence; e.g., missionary duty. This block is likewise used to reinstate the bonus when the soldier returns to normal duty. Enter the reason for the suspension/reinstatement.

h. Block 10, **Termination**. Check this block to terminate the bonus when the soldier becomes ineligible to retain the bonus for payment; e.g., separated due to nine U's for nonperformance. Enter the type of bonus being terminated, number of months participation, and the reason for termination. Check applicable "Yes" or "No" block to indicate whether recoupment is required.

i. Block 11, **Remarks**, allows the unit to remark about any of the blocks where entries are made. Additionally, it allows space to input an action where no space is allocated.

j. Blocks 12 - 13, are self explanatory.

B-4. USARC Form 24-R, Individual Claim for Active Duty Pay and Allowances

Use to request payment for individual periods of Active Duty.

a. Blocks 1 - 3, self explanatory.

b. Block 4, **Original Order No.** Enter the order number. The only thing that should ever be entered in this block is the original AT/ADT/ADSW order number.

c. Block 5, **PRN**. Enter the unit's payroll number (PRN).

d. Block 6, **Depart HOR**. Enter the actual time, date, and place (city and state) from which the soldier departed for duty, normally his/her home of record.

e. Block 7, **Return HOR**. Enter the actual time, date, and place (city and state) to which the soldier returns from duty, normally his/her home of record.

f. Block 8, **Meals furnished free of charge (no BAS payment)**. Check this block if enlisted soldier should not receive payment of any type BAS.

g. Block 9, **BAS Status (Rations)**, provides several options to choose from regarding BAS payment conditions. Check blocks corresponding to applicable status under items a and b for enlisted soldiers only and item c for officers only. Check block d for conditions which are not appropriate under blocks a b or c. If block d is checked, the unit must make a remark in block 16. This explanation and all remarks should be clear and precise.

h. Block 10, **BAQ Without Dependents**, provides conditions where single soldiers may become entitled to the higher rate of single BAQ payment. Check the block corresponding to the applicable condition. For conditions beyond the three listed in this block, where soldiers warrant different BAQ entitlements. Check block d and enter a

remark in block 16 to isolate the situation. This explanation and all remarks should be clear and precise. (*NOTE: Soldiers entitled to BAQ with dependents and soldiers entitled to partial BAQ are not reflected on the USARC Form 24-R and for that reason do not require a block to be checked or a remark.*)

i. Block 11, **Mileage Only**. Check this block to indicate that the soldier is entitled to reimbursement of mileage for one round trip. Enter the round trip mileage. The mileage is payable by this form only when the distance to duty station is determined within commuting area of soldier's home or other designated point of departure.

j. Block 12, **Special/Incentive Entitlement Code**. Check this block only when the soldier is entitled to a special or incentive payment, such as flight pay. Enter the appropriate code. Codes to be entered in this block are contained in table 3-1. If the applicable code is not found, enter a remark in block 16. All special/incentive entitlements must be documented and authorized in the AT/ADT/ADSW order.

k. Block 13, **Saved Pay**. Check this block only when the soldier is to receive a difference in pay and entitlements under the saved pay provision covered in the DODPM. Enter the soldier's previous pay grade and PEBD. Specific information is required in block 13 and additionally in block 16 (see para 3-22 of this pamphlet).

l. Block 14, **Request payment of Accrued Leave**. Check this block to request payment of accrued leave for soldiers completing duty of 30 or more days duty when leave days were accrued and not used by the soldier.

m. Block 15, **Other**. Check this block when a condition exists, but no other block is appropriate. Use of block 15 requires block 16 to be completed.

n. Block 16, **Remarks**, allows the unit to enter remarks to explain entries or selections made on the form.

o. Blocks 17 and 18, self explanatory.

B-5. USARC Form 25-R, Individual Active Duty Certificate of Performance

Use to verify the soldier's active duty performance. Under DJMS-RC, each soldier ordered to perform individually is required to individually verify duty performed at or away from their assigned unit. This 25-R form is only used when the AT/ADT/ADSW order does not contain the USARC Form 25-R (OVERPRINT) certification statement. The overprint statement on the order and/or the USARC Form 25-R are both self explanatory. Refer to para 3-5 of this pamphlet for additional information on the certification of duty performance.

B-6. USARC Form 26-R, Pay Document Transmittal Letter

a. General.

(1) Use the USARC Form 26-R to forward and control all pay documentation from the unit to the servicing Reserve Component Pay Support Office (RCPSO).

(2) The TL should be prepared in an original and one copy. The original with substantiating documents is forwarded to the servicing RCPSO. The duplicate copy of the TL, together with a copy of the substantiating

documents, should be filed IAW with the Modern Army Recordkeeping System (MARKS).

(3) The RCPSO should reject any and all payroll documents received from a unit which are not attached to a properly completed TL.

(4) The TLs should be separated by type transactions being submitted to the servicing RCPSO in the following manner:

(a) All actions that can be checked under the Special Handling section in the center of the USARC Form 26-R should be the only documents submitted on TLs separate from other transactions.

(b) All individual AT/ADT/ADSW transactions accompanied by appropriate documentation for periods of 1 - 7 days should be submitted on TLs separate from other transactions.

(3) All individual AT/ADT/ADSW transactions accompanied by appropriate documentation for periods of 8 - 29 days should be submitted on TLs separate from other transactions.

(4) Normal administrative transactions (e.g., tax changes, name changes, promotions, separations, etc.) should be submitted on TLs separate from the above transactions.

b. Completion instructions.

(1) **TL Number.** Enter the Unit Payroll Number and Sequence Number which range from "001" through "999". Example, your payroll number is B02 and your last sequence number used was 205, your next TL number should be B02-206. When sequence number 999 is reached, start over with 001. If the unit is assigned a new payroll number the sequence number should start with 001.

(2) **DATE.** Enter the date the TL is prepared and submitted.

(3) **TO.** Enter the addressee data. This should be the pay support office identification to include the pay support team site ID, (e.g., R1, RCPSO - FORT INDIANTOWN GAP, ATTN: AFKA-ZQ-CM-P, 14300 FIRE LANE ROAD, ANNVILLE, PA 17003-5021). See appendix C for Site IDs and addresses. (*NOTE: The Pay Support Team Site ID number should be annotated on the envelope along side the address of the RCPSO.*)

(4) **FROM.** Enter your (USAR unit) complete mailing address.

(5) The **Routine Transactions** section is used to identify the soldier(s) and documentation being submitted to the servicing RCPSO for processing. **SSN, NAME, and DOCUMENT NAME/REMARKS.** List soldiers alphabetically by their last names. (Compile documentation alphabetically by last name as well so it will match the name order on the TL and attach the documents to the TL for mailing.)

(6) **SPECIAL HANDLING INFORMATION.** This section permits the unit to isolate special interest items like "UNIT AT, "CONGRESSIONAL", "ORGANIZATIONAL CHANGE", "MOBILIZATION DATA", "ACCESSION/ARRIVE", "INCAPACITATION CLAIMS", "SLRP/HPLR", "DRILL ATTENDANCE (COOP)", and "CERTIFICATE OF PERFORMANCE ONLY" for special handling. Do not identify TLs containing routine documents

for updating the soldier's' MMPA and/or individual pay actions for special handling.

(7) **REMARKS.** Enter any additional explanatory remarks necessary to ensure accurate and timely processing.

(8) **POINT OF CONTACT AND PHONE NUMBER.** The point of contact (POC) is, in many cases, someone other than the reviewer. Enter the POC's name and identify phone numbers by using Digital Switch Network (DSN) or Commercial (COM).

(9) **REVIEWER'S SIGNATURE.** The signature can be that of the Unit Pay Administrator (UPA). There is no requirement for DD Form 577 (Signature Card) to be prepared, granting the UPA authority to sign the TL. Likewise, a DD Form 577 is no longer required by the RCPSO for verification of the signature on the TL. However, a memorandum signed by the commander granting signature authority to the UPA and others should be prepared and maintained in the unit files.

(10) **DATE.** Self explanatory.

(11) **FOR RCPSO USE ONLY.** The RCPSO clerks should initial and date.

B-7. USARC Form 27-R, Pay Inquiry

Used by soldier or unit to inquire about some pay transaction forwarded to the RCPSO for action.

a. Blocks 1-4 are self explanatory.

b. Block 5, **Request the Following.** Check one of the following items to categorize the inquiry.

(1) **Status of ADT, AT, IDT payment** for the period (enter date), or type of action that was either input by Automated Drill Attendance Reporting Software (ADARS), or document which was forwarded from the unit to DFAS-IN or the RCPSO.

(2) **Status of account maintenance input** for the period (enter date, month, or year). This is area used to relate status of documentation submitted to the RCPSO to change or fix the soldier's Master Military Pay Account; e.g., promotion or address change.

(3) **Other** block requires you to specify in block 6 anything that is not appropriate under (1) or (2) above.

c. Block 6, **Remarks**, is for soldier to provide information about his/her pay concern/inquiry. This and all remarks should be clear and precise.

d. Block 7 - 8 are self explanatory.

e. Block 9. Check this block to provide additional tracking information for the RCPSO to conduct their research. Enter TL number and its date.

f. Block 10, **Reply/Justification**, provides additional space for the unit administrator to enter information about the soldier's inquiry. This and all remarks should be clear and precise. Reviewer signs and dates in blocks A and B.

g. Block 11, **Reply/Action Required** is used by the RCPSO to reply back to the unit about their research of the inquiry.

B-8. USARC Form 28-R, Notice of indebtedness

Use to communicate indebtedness information between the soldier and his/her commander. Sometimes this form is forwarded to the RCPSO with other documents for collection of soldier's pay.

a. Blocks 1-4 are self explanatory.

b. Block 5, **Suspense Date**. Enter the date used by the unit in anticipation of a response from the soldier when the form is forwarded to the soldier for notification of a debt.

c. **Part A - Statement of Indebtedness**.

(1) Block 6 cites the amount of the soldier's debt.

(2) Blocks 7 and 8 are self explanatory.

d. **Part B - Collection Authorization** is the soldier's response to the commander on the debt notice..

(1) Block 9. Check this block to indicate agreement and action taken or requested. If block 9d is checked, enter a dollar amount where indicated.. *(NOTE: If block 9d is checked, commander must complete Part C of form.)*

(2) Block 10. Check this block to request a waiver. DA Form 4943-R must be completed and attached.

(3) Block 11. Check this block to disagree with the debt. A written protest must be attached.

(4). Blocks 12 and 13 are self explanatory.

e. **Part C - Commander's Recommendation** is the commander's recommendation on the soldier's request for proration. *(NOTE: This part is to be completed only if the soldier has checked block 9d.)*

(1) Block 14. Checked by commander to recommend that the debt to be prorated as requested by the soldier in item 9d, for the amount indicated.

(2) Block 15. Checked by the commander to indicate disapproval of the request for proration. Form is sent back to the soldier.

g. Blocks 16 and 17 are self explanatory.

B-9. USARC Form 29-R, Change to Organizational Data

Use to convey information about the unit's organizational data to the RCPSO. That information is also provided by the RCPSO to DFAS-IN to effect the unit's organizational status on DFAS table 39.

a. **FROM** block. Enter unit address and PRN.

b. **DATE** block. Enter date form is completed.

c. **Part A - Type of Change**.

(1) Block 1. Check the applicable box to indicate the specific change the unit is reporting to the RCPSO. *(NOTE: each change is followed by a letter code which is defined at the bottom of the form. Refer to instructions/guidance that accompany the corresponding letter code before continuing with completion of the form.)*

(2) Block 2, **Authority**. Enter the order number and publisher.

(3) Block 3, **Effective Date**. Enter the effective date of the change.

d. **Part B - Old Data**.

(1) Block 4, **Unit Designation**. Enter the name of the USAR unit.

(2) Block 5, **Payroll No**. Enter the three-digit payroll number assigned to the unit by the servicing RCPSO.

(3) Block 6, **PAS**. Enter the Personnel Accounting Symbol (eight-digit number, first two are the site ID, next six numbers are the unit identification code (UIC)).

(4) Blocks 7 and 8 are self explanatory.

e. **Part C - New Data**.

(1) Block 9, **Unit Designation**. Enter the name of the USAR unit.

(2) Block 10, **Payroll No**. Enter the three-digit payroll number assigned to the unit by the servicing RCPSO.

(3). Block 11, **PAS**. Enter the Personnel Accounting Symbol (eight-digit number, first two are the site ID, next six numbers are the unit identification code (UIC)).

(4) Block 12, **CMD CD**. Enter the command code which, if known, is a two-digic code. If not known, leave blank and it should be entered by the RCPSO.

(5) Block 13, **GEO Code**, the RCPSO should enter the Geographic (GEO) code.

(6) Blocks 14-16 are self explanatory.

(7) Block 17, **Mobilization Station**. Enter the name of the military installation the unit would report to if mobilized.

(8) Block 18, **Mobilization Station FAO**, leave blank.

(9) Block 19, **MOB DSSN**, leave blank.

f. **Part D - Input Options**. Block 20, **Blanket Transfer Required**. Check YES if all soldiers are affected by the change being requested; check NO if they are not.

B-10. USARC Form 30-R, Officer Initial/Additional Active Duty Allowance Statement

Use to request payment of officer uniform allowances.

a. Blocks 1-4 are self explanatory.

b. **Part A - Initial Uniform Allowance**

(1) Item 5, blocks a - e. Officer should check the appropriate box representing his/her applicable status.

(2) Items 6-7 are statements regarding fraud that the officer attests to by signing the bottom of the form in block 13..

c. **Part B - Additional Active Duty Allowance**. Blocks 8-10. Check applicable block to indicate the officer's status for the allowance. Block 8 requires entry of a reporting date.

d. Blocks 11 and 12 (Applicable to Parts A and B), are also statements the officer attests to regarding fraud.

e. Blocks 13 and 14 are self explanatory.

[#]Appendix C

DJMS-RC Site Identifications and Locations

This appendix contains a listing of Site ID's and addresses for DJMS-RC. Section I: Reserve Component Pay Support Offices (RCPSOs); Selection II: Army National Guard USPFOS; Section III: Army DAOs, DMPOs, & FBs with Reserve pay input capability.

Section I - Reserve Components Pay Support Offices and Supported Commands

| DJMS-RC Site Identifications and Locations | | | | | | | |
|---|------------|----------------|-----------------|----------------|-------------------|-------------------|-----------------|
| REGION | CMD | COMMAND | CMD CODE | SITE ID | RCPSO TEAM | PRIOR UNIT | CMD CODE |
| I | RSC | 94th | 1K | R4 | M1 | 94th ARCOM | 1K |
| II | RSC | 77th | 1C | R1 | M1 | 77th ARCOM | 1C |
| | DRC | 78th DIV | 12 | R7 | M3 | | |
| | DRC | 98th DIV | 14/11 | R7 | M3 | 76th DIV | |
| III | RSC | 99th | IU | R2/R3 | M6 | 99th ARCOM | 1U |
| | | | | | | 79th ARCOM | 1G |
| | | | | | | 97th ARCOM | 1P |
| | DRC | 80th DIV | 13 | R7 | M3 | | |
| | DRC | 310th TAACOM | 16 | R7 | M3 | | |
| | DRC | 311th SIGNAL | 1H | R3 | M6 | | |
| IV | RSC | 81st | 2H | T3/T4 | M4 | 121st ARCOM | 2H |
| | RSG | 81st | 2H | T3/T4 | M4 | 120th ARCOM | 2G |
| | | | | | | 125th ARCOM | 2J |
| | | | | | | 81st ARCOM | 2C/2E |
| | DRC | 108th DIV | 22 | U5 | M5 | | |
| | DRC | 143rd TRANS | 2D | T1 | M5 | | |
| | DRC | 100th DIV | 21 | U5 | M5 | | |
| | DRC | 335th SIGNAL | 2B | T1 | M5 | | |
| | DRC | 87th DIV | 24 | T1 | M5 | | |
| | DRC | 412th ENGR | 23 | T1 | M5 | | |
| | DRC | NAAD | 2R | T1 | M5 | | |
| | DRC | 3rd ARMY AUG | 28 | T1 | M5 | | |
| | DRC | 3RD MED CMD | 1L | T1 | M5 | | |
| V | RSC | 88th | 4H/4J/45 | U2/U4 | M5 | 88th ARCOM | 4H/4J |
| | RSG | 88th | 4M | U2/U4 | M2 | 123rd ARCOM | 4M |
| | | | | | | 86th ARCOM | 4F/4G |
| | | | | | | 83rd ARCOM | 4C/4D |
| | | | | | | 300th MP | 45 |
| | DRC | 84th DIV | 42/41 | U5 | M5 | 70th DIV | 41 |
| | DRC | 85th DIV | 43 | U5 | M5 | | |
| | DRC | 244th AVN BDE | 4K | T1 | M5 | | |
| | DRC | 416th ENGR | 46 | U5 | M5 | | |
| VI | RSC | 90th | 5Q | V3 | R3 | 122nd ARCOM | 5Q |
| | RSG | 90th | 5Q | V3 | R3 | 90th ARCOM | 5K |
| | | | | | | 807th MED BDE | 55 |
| | DRC | 420th ENGR | 54 | V4 | R3 | | |
| | DRC | 75th DIV | 56 | V2 | R2 | | |
| | DRC | 95th DIV | 51 | V2 | R2 | | |
| | DRC | 377th TAACOM | 53 | V2 | R2 | | |
| VII | RSC | 89th | 5C | V1 | R1 | 89th ARCOM | 5C |
| | | | | | | 102nd ARCOM | 5M |
| | DRC | 19th TAACOM | 47 | V1 | R1 | | |
| VIII | RSC | 96th | 6F | R8 | R2 | 96th ARCOM | 6F |
| IX | RSC | 63rd | 6B | W1 | R4 | 63rd ARCOM | 6B |
| | DRC | 311th | 6C | W1 | R4 | | |
| | DRC | 91st DIV | 61 | W1 | R4 | | |
| X | RSC | 70th | 6G | V4 | R3 | 124th ARCOM | 6G |
| | DRC | 104th DIV | 62 | V4 | R3 | | |
| MISC | | 65th ARCOM | 25 | V2 | R2 | | |
| | | USASOC | OS | R8 | R2 | | |
| | | MIAD | OH | R8 | R2 | | |
| | | INCAP PAY | | V5 | R4 | | |
| | | SLRP | | | M SLRP | | |
| M = Fort McCoy RCPSO R = Fort Riley RCPSO | | | | | | | |

[#]Fort Shafter, HI

A2

USPFO--Alaska
Camp Denali
P. O. Box B
Anchorage, AK 99505-5000

Site
ID

Mailing AddressServicing

X1 RCPSO-Hawaii
ATTN: APVG-GRF-PR (X1)
Bldg 123
Fort Shafter, HI 96858-5020

HAWAII**A3**

USPFO--Arizona
5636 E. McDowell Road
Phoenix, AZ 85008-3495

X2 RCPSO-Hawaii
ATTN: APVG-GRF-PR (X2)
Bldg 123
Fort Shafter, HI 96858-5020

**Walk-in
Support****A4**

USPFO--Arkansas
Camp Robinson
N. Little Rock, AR 72118-22000

X4 RCPSO-Hawaii
ATTN: APVG-GRF-PR (X4)
Bldg 123
Fort Shafter, HI 96858-5020

8th Army**A5**

USPFO--California
P.O. Box 8104
San Luis Obispo, CA 93403-8104

A6

USPFO--Colorado
Camp George West
Golden, CO 80401-3997

U.S. Army Europe

A7

USPFO--Connecticut
State Armory
360 Broad Street
Hartford, CT 06115-3779

Site
ID

Mailing AddressServicing

[#] Y1 HQ, 7th ARCOM
ATTN: AEUR-RF
Unit 29238
APO AE 09012

EUROPE**A8**

USPFO--Delaware
Grier Bldg
1161 River Road
New Castle, DE 19720-5199

HQDA, DAO

A9

USPFO--Dist of Columbia
Anacostia NAS, Bldg 350
Washington, DC 20315

Site
ID

Mailing AddressServicing

[#]Z1 Department of the Army, AG
Defense Accounting Office
ATTN: JDRS-DAO (Z1)
9700 Page Avenue
St. Louis, MO 63132-5200

ARPERCEN**B1**

USPFO--Florida
P.O. Box 1008
St. Augustine, FL 32085-1008

B2

USPFO--Georgia
P.O. Box 17882
Atlanta, GA 30316-0882

[#]Z2 Department of the Army, AG
Defense Accounting Office
ATTN: JDRS-DAO (Z2)
9700 Page Avenue (Z2)
St. Louis, MO 63132-5200

[#]IMA
Support**B3**

USPFO--Guam
Fort Juana Muns
PSC Box 56
APO AP 96539-1256

Section II

Army National Guard USPFOs

B4

USPFO--Hawaii
3949 Diamond Head Road
Honolulu, HI 96816-4495

Site
ID

Mailing Address

A1 USPFO--Alabama
P. O. Box 3715
Montgomery, AL 36193-4801

B5

USPFO--Idaho
P.O. Box 45
Boise, ID 83707-4501

B6 USPFO--Illinois
Camp Lincoln
1301 N. MacArthur Blvd
Springfield, IL 62702-2399

B7 USPFO--Indiana
P.O. Box 41346
Indianapolis, IN 46241-0346

B8 USPFO--Iowa
Camp Dodge
7700 NW Beaver Dr.
Johnston, IA 50131-1902

B9 USPFO--Kansas
P.O. Box 2099
Topeka, KS 66601-2099

C1 USPFO--Kentucky
Boone NG Center
Frankfort, KY 40601-6192

C2 USPFO--Louisiana
Jackson Barracks, Bldg 39
New Orleans, LA 70146-0030

C3 USPFO--Maine
Camp Keyes
Augusta, ME 04330-0032

C4 USPFO--Maryland
301 Old Bay Lane
Havre de Grace, MD 21078-4094

C5 USPFO--Massachusetts
143 Speen Street
Natick, MA 01760-2599

C6 USPFO--Michigan
3111 W. St. Joseph St
Lansing, MI 48913-5102

C7 USPFO--Minnesota
Camp Ripley
P.O. Box 288
Little Falls, MN 56345-0288

C8 USPFO--Mississippi
Fondren Station
144 Military Drive
Jackson, MS 39208-8880

C9 USPFO--Missouri
6915 Algoa Road
Jefferson City, MO 65109-1468

D1 USPFO--Montana
P.O. Box 1157
Helena, MT 59624-1157

D2 USPFO--Nebraska
1234 Military Road
Lincoln, NE 68508-1092

D3 USPFO--Nevada
2601 S. Carson Street
Carson City, NV 89701-5596

D4 USPFO--New Hampshire
P.O. Box 2003
Concord, NH 03301-2003

D5 USPFO--New Jersey
131 Eggert Crossing Road
Lawrenceville, NJ 08648-2805

D6 USPFO--New Mexico
P.O. Box 4277
Santa Fe, NM 87502-4277

D7 USPFO--New York
330 Old Niskayuma Road
Latham, NY 12210-2224

D8 USPFO--North Carolina
4201 Reedy Creek Road
Raleigh, NC 27607-6412

D9 USPFO--North Dakota
P.O. Box 5511
Bismarck, ND 58502-5511

E1 USPFO--Ohio
2811 W. Granville Road
Columbus, OH 43235-2712

E2 USPFO--Oklahoma
3501 Military Circle NE
Oklahoma City, OK 73111-4398

E3 USPFO--Oregon
P.O. Box 14840
Salem, OR 97303-3241

E4 USPFO--Pennsylvania
Dept of Military Affairs
Fort Indiantown Gap
Annville, PA 17003-5003

E5 USPFO--Puerto Rico
P.O. Box 34069
Ft. Buchanan, PR 00934-4069

E6 USPFO--Rhode Island
330 Camp Street
Providence, RI 02906-1954

E7 USPFO--South Carolina
9 National Guard Road
Columbia, SC 29201-4763

E8 USPFO--South Dakota
2823 West Main Street
Rapid City, SD 57702-8186

E9 USPFO--Tennessee
P.O. Box 40748
Nashville, TN 37204-0748

F1 USPFO--Texas
P.O. Box 5218
Austin, TX 78763-5218

F2 USPFO--Utah
P.O. Box 2000
Draper, UT 84020-2000

F3 USPFO--Vermont
Bldg 3, Camp Johnson
Colchester, VT 05446-3004

F4 USPFO--Virginia
501 East Franklin Street
Richmond, VA 23219-2317

F5 USPFO--Virgin Islands
9 Estate Diamond, Frederiksted
St. Croix, VI 00840

F6 USPFO--Washington
Camp Murray, Bldg 32
Tacoma, WA 98430-5000

F7 USPFO--West Virginia
50 Armory Rd, PO Box 368
Buckhannon, WV 26201-2396

Section III **Army DAOs, DMPOs & FBs with Reserve pay** **input capability**

ID Address

[#]H2 Fort Carson
Defense Military Pay Office
ATTN: AFZC-RM-F
Fort Carson, CO 80913-5024

[#]H3 Fort Leonard Wood/Engineer Training Center
Defense Military Pay Office
ATTN: ATZT-RM-F
Fort Leonard Wood, MO 65473-5830

[#]H5 Defense Finance & Accounting
Defense Military Pay Office
ATTN: ATZI-RMA
PO Box 16399 (Accounting)
8899E, 56th Street
Indianapolis, IN 46216-5415

[#]H6 Fort Jackson/Army Trng Cen
Defense Accounting Office
ATTN: ATZJ-RMF-A
Columbia, SC 29207-5550

[#]H8 Fort Bliss/Air Def Art Cen
Defense Military Pay Office
ATTN: ATZC-DRM-F
Fort Bliss, TX 79916-5612

[#]H9 Fort Ritchie
Defense Military Pay Office
ATTN: ASQNJ-RM-FAO
Fort Ritchie, MD 21719-5010

[#]I1 Fort Meade/1st Army
Defense Military Pay Office
ATTN: AFKA-ZI-RM
Fort George G. Meade, MD 20755-5120

I3 Fort Bragg/Corps FAO
Finance & Accounting Office
ATTN: AFZA-FG-E
Bldg 2-1120
Fort Bragg, NC 28307-5000

[#]I4 Ft Benning/Infantry Center
Defense Military Pay Office
ATTN: ATZB-RMF
Fort Benning, GA 31905-5333

[#]I6 I Corps and Fort Lewis
Defense Military Pay Office
ATTN: AFZH-RM-FA
Fort Lewis, WA 98433-5000

I7 USA Commo-Electronics Cmd
Finance & Accounting Office
ATTN: AMSEL-CP-FA
Fort Monmouth, NJ 07703-5009

| | |
|--|---|
| <p>[#]I8 Fort Sam Houston/5th Army <u>Defense Military Pay Office</u> ATTN: AFZG-RM-F Fort Sam Houston, TX 78234-5000</p> | <p>K6 US Army Field Support Cen Finance & Accounting Office ATTN: IASV-DC-RM-F 7321 Parkway Drive South Hanover, MD 21076-1165</p> |
| <p>J1 176th FST Det (Prov) Finance Office ATTN: EAFC-PT Pyongteak, Korea APO, AP 96271-0125 (Camp Humphreys)</p> | <p>K8 Commander 10th FSU Unit 31401 Box 50 APO AE 09630 (Vicenza, Italy)</p> |
| <p>[#]J2 Fort Polk <u>Defense Military Pay Office</u> ATTN: AFZX-RM-F Fort Polk, LA 71459-6600</p> | <p>L1 Fort Knox/USA Armor Center Finance & Accounting Office ATTN: ATZK-RM-FA Fort Knox, KY 40121-5000</p> |
| <p>J3 III Corps Finance Group III Corps Finance Supp Unit ATTN: AFZF-CFG-HHC Fort Hood, TX 76544-5056</p> | <p>[#]L2 Fort Lvnwrth/Comb Arms Ctr <u>Defense Military Pay Office</u> ATTN: ATZL-RMF Fort Levenworth, KS 66027-5112</p> |
| <p>J4 Commander FSU CMR 451 APO AE 09708 (Mons, Belgium)</p> | <p>L3 US Army South Finance & Accounting Off - Panama ATTN: SORM-FA Fort Clayton, Panama APO AA 34004-5000</p> |
| <p>[#]J5 Commander <u>Defense Military Pay Office</u> ATTN: APBG-GRF-PR Schofield Barracks, HI 96858-5020</p> | <p>[#]L4 Fort Sill/Field Artill Ctr <u>Defense Military Pay Office</u> ATTN: ATZR-RF Fort Sill, OK 73503-0500</p> |
| <p>[#]J6 Fort Drum <u>Defense Military Pay Office</u> ATTN: AFZS-FSU Fort Drum, NY 13602-5085</p> | <p>L5 Fort Stewart 24th Finance & Accounting Office ATTN: AFZP-FG-G Fort Stewart, GA 31314-5121</p> |
| <p>[#]J7 Presidio of Monterey <u>Defense Military Pay Office</u> ATTN: DLIFLC & POM Presidio of Monterey, CA 93944-5000</p> | <p>L6 US Army - Japan Finance & Accounting Office ATTN: APAJ-RM-FA Camp Zama, Japan APO AP 96343-0087</p> |
| <p>K1 HQ, USMTM PSC 1203 BOX 1 APO AP 09858-0001 (Dhahran, Saudi Arabia)</p> | <p>[#]L7 Fort Belvoir/USA Eng Center <u>Defense Military Pay Office</u> ATTN: ATZA-CMA-A Building 219 Fort Belvoir, VA 22060-5102</p> |
| <p>K2 177th FSU Finance Office ATTN: EAFC-TD Tongduchon Ni, Korea APO. AP 96224-0367 (Camp Casey)</p> | <p>M1 Fort Gordon/Signal Center Finance & Accounting Office ATTN: ATZH-RMF Fort Gordon, GA 30905-5011</p> |
| <p>K5 DAO Carlisle ATTN: DFAS-IN/EM-TF Bldg 314 Lovell Ave Carlisle, PA 17013-5002</p> | |

- [#]M2 Fort Rucker/Aviation Center
Defense Military Pay Office
ATTN: ATZQ-RFA
Fort Rucker, AL 36362-5151
- [#]M3 Commander
106th Finance Battalion
APO AE 09036-1971 (Wurzburg, Germany)
- M4 USA APG Install Support Act
Finance & Accounting Office
ATTN: STEAP-RM-FG-P
Aberdeen Proving Ground, MD 21005-5001
- M5 Fort Lee/USA Comb Arms Spt
Finance & Accounting Office
ATTN: ATCL-RFD
Fort Lee, VA 23801-5106
- M6 101st ABD/Fort Campbell
101st Finance & Accounting Office
ATTN: AFZB-RM-FA
Fort Campbell, KY 42223-5000
- [#]M8 Commander
39th Finance Battalion
Unit 20102
APO AE 09165 (Hanau, Germany)
- [#]M9 Fort Eustis/Transport Ctr
Defense Military Pay Office
ATTN: ATZF-RMF-AI
Bldg 662
Fort Eustis, VA 23604-5353
- [#]N1 Fort McCellan/MP Trng Ctr
Defense Military Pay Office
ATTN: ATZN-RMF
Fort McClellan, AL 36205-5000
- [#]N4 US Military Academy
Defense Military Pay Office
ATTN: MARM-FA
West Point, NY 10996-1996
- [#]N5 **DMPO Fort Richardson**
6th Infantry Div (Light)
ATTN: APVR-RM-F
P.O. Box 499
Fort Richardson, AK 99505-5440
- N6 176th FSU
Finance Office
ATTN: EAFC-DG
Taegu, Korea
APO, AP 96218-0168 (Camp Henry)
- N7 Eighth US Army -(Korea)
175th Finance Support Unit
ATTN: EAFC-FO
Yongsan, South Korea
APO AP 96205-0073
- [#]N8 US Army Missile Command
Defense Military Pay Office
ATTN: AMSMI-RM-FA
Redstone Arsenal, AL 35898-5090
- [#]N9 U.S.A. Garrison / Ft. Huachuca
Defense Military Pay Office
ATTN: ATZS-RM-FPF
Fort Huachuca, AZ 85613-6000
- P1 National Training Center
Finance & Accounting Office
ATTN: AFZJ-RMA
Fort Irwin, CA 92310-5000
- [#]P3 Commander
208th Finance Battalion
Unit 29400
APO AE 09042-0006 (Schweitzingen, Germany)
- [#] P8 Commander
8th Finance Battalion
Unit 23731
APO AE 09034-2243 (Baumholder, Germany)

Appendix D

Document Logic Chart

This appendix contains the document logic charts for DJMS-RC procedures for unit pay administrators. This appendix was not designed as a stand alone document. It is to be used in conjunction with the procedures outlined in the various chapters and sections of this manual. *[NOTE: All DJMS-RC procedures contained in this manual are not addressed in this appendix. Procedures that do not require substantiating documents have been omitted.]*

D-1. PROCEDURE: Accessions

| Rule | If soldier is | Then submit | Remarks |
|-------|--|---|--|
| [#] 1 | Enlisted through the Military Entrance processing station (MEPS) | <u>Nothing</u> | <u>Single Source Data will process</u> |
| [#] 2 | Assigned from an ARPERCEN Control Group | <u>Nothing</u> | <u>Single Source Data will process</u> |
| [#] 3 | Assigned or enlisted into the unit but has not been accessed to DJMS-RC <u>but personnel file established</u> | <u>REQUIRED</u> DD Form 4 DD Form 1966/1,2 DA Form 3540/2,4 <u>OR</u> Assignment order <u>OR</u> Appointment order specifying unit of assignment, <u>or DD Form 214 with assignment to unit</u> <u>SHOULD SUBMIT</u> Pay option forms SF 1199A/DA Form 3685 <u>AND</u> Tax Withholding Form TD Form W-4 <u>AND</u> DD Form 2058 <u>AND</u> BAQ forms DA Form 5960/DD Form 137 <u>SUBMIT IF APPLICABLE</u> Verification of prior service - any combination of DD Form 214 DD Form 215 NGB Form 22 NGB Form 23 Discharge order DA Form 2139 DA Form 2349 DA Form 3686 DA Form 1506 <u>AND</u> Hazardous Duty Pay substantiation <u>AND</u> Declaration of Benefits DA Form 3053/VA 21-8951 <u>AND</u> SGLI Exception SGLV 8286 <u>AND</u> ROTC/SMP Enrollment DA Form 4824-4 DA Form 4187 for advancement to E5 <u>AND</u> Bonus Addendums Submit IAW bonus procedures DA Form 5261-R DA Form 5261-2R DA Form 5261-3 | <u>* Requires exception to policy, see paragraph I-12.</u> |

D-2. PROCEDURE: Accrued Leave

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|---|--|
| [#] 1 | Not paid accrued leave from the active duty site | USARC Form 24-R requesting payment of accrued leave (para 8-2c) | Cross reference Chapter 8, paragraph 8-2 |

D-3. PROCEDURE: Administrative Procedures

| Rule | If action is | Then submit | Remarks |
|-------------|---|--|---|
| [#] 1 | SSN change (SSN wrong on accession document) | <u>Nothing</u> | <u>Single Source Data will process</u> |
| [#] 2 | SSN change (keypunch error when accessed) | USARC Form 22-R (para 2-14) | Attach one of the following that indicates the correct SSN: DD Form 4 <u>OR</u> DD Form 1966 <u>OR</u> copy of orders <u>* Requires exception to policy</u> |
| [#] 3 | Name change (Name wrong on accession documentation) | <u>Nothing</u> TD Form W-4 <u>AND</u> one of the following: Marriage Certificate <u>OR</u> Divorce decree <u>OR</u> Court order (para 2-14) | <u>Single Source Data will process</u> |
| [#] 4 | Name change <u>incorrect on DJMS-RC only</u> | USARC Form 22-R (para 2-14) | Attach one of the following: DD Form 4 <u>OR</u> DD Form 1966 <u>OR</u> copy of orders <u>* Requires exception to policy</u> |
| 5 | Sex code change | USARC Form 22-R (para 2-14) | Attach copy of SF 88, if available |
| 6 | Date of Gain change | USARC Form 22-R (para 2-14) | Attach one of the following that indicates the correct date of gain: DD Form 4 <u>OR</u> DD Form 1966 <u>OR</u> DD Form 214/215 <u>OR</u> copy of orders <u>OR</u> amendment to orders |
| 7 | Change officer service date/aviation service date (ASD) | The aeronautical orders showing the correct dates <u>AND</u> USARC Form 22-R (para 2-14) | |
| 8 | Change the PEC | USARC Form 22-R (para 2-14) | Indicate the correct PEC USAR = PAPD00 |
| 9 | Changing the PAS | USARC Form 22-R (para 2-14) | Indicate the correct PAS <u>AND</u> attach a copy of the assignment order |
| 10 | Changing ST-PGMA | Enter "AN" in block 8 of the USARC Form 22-R (para 2-14) | Indicate the correct pay group for the USAR |
| 11 | Change mailing address (For mailing LES and W-2 for Soldiers on DD/EFT) | USARC Form 22-R (para 2-5b) | Soldier's signature required in Remarks section of USARC Form 22-R (Test) |

D-4. PROCEDURE: Basic Allowance for Quarters, Station Allowance and Variable Housing Allowance

| Rule | If action is | Then submit | Remarks |
|-------------|---|--|--|
| 1 | Starting/stopping/changing BAQ | DA Form 5960 <u>OR</u> DD Form 137 (para 3-13) | |
| 2 | Authorized single rate BAQ without dependents | A document indicating that quarters were not available (para 3-13b) | |
| 3 | Authorized BAQ Difference | USARC Form 24-R (para 3-13c) | Attach evidence of child support payment |
| 4 | Starting/stopping or changing BAQ/VHA | DA Form 5960 <u>OR</u> a copy of DD Form 137 (for secondary dependent only) to the servicing RCPSO (paras 3-13 and 3-15) | Attach documentation to establish rental or ownership expenses. DD Form 137 for secondary dependent only will be submitted to DFAS IN for approval |
| 5 | Entitled to OHA/Rent Plus | DA Form 4187 (para 3-16) | Attach a copy of soldier's lease agreement <u>OR</u> mortgage contract |
| 6 | Entitled to COLA | DA Form 4187 (para 3-17) | Include the soldier's years of service, number of dependents and geographic location |

D-5. PROCEDURE: Basic Allowance for Subsistence

| Rule | If action is | Then submit | Remarks |
|-------------|--|-----------------------------|--|
| 1 | An officer and collection of meals is required | DA Form 4187 (para 3-14) | Include the dates and number and type to be collected |
| 2 | Enlisted and orders specify availability of rations | USARC Form 24-R (para 3-14) | Secure statement of non-availability if government rations were not available to the soldier |
| 3 | Ordered to duty at location other than military installation | USARC Form 24-R (para 3-14) | Check applicable box in block 9 |
| 4 | Enlisted and ordered to duty where rations are not available | USARC Form 24-R (para 3-14) | Check applicable box in block 9 |

D-6. PROCEDURE: Bonuses (Enlistment/Reenlistment/Affiliation)

| Rule | If action is | Then submit | Remarks |
|--|---|--|---|
| 1 | To establish a bonus account for: | | If not established on accession, submit USARC Form 23-R <u>AND</u> bonus addendum |
| | Enlistment Bonus | DA Form 5261-R | |
| | Reenlistment Bonus (*) | DD Form 4 <u>AND</u> DA Form 5261-2-R | The USARC Form 23-R should be submitted at the same time the documentation is submitted to establish the bonus account |
| | Affiliation Bonus | DA Form 5261-3-R <u>AND</u> a copy of DD Form 214 <u>AND/OR</u> DD Form 215 <u>OR</u> assignment orders (para 5-2) | The USARC Form 23-R should be submitted at the same time the document is submitted to establish the bonus account |
| (*) Includes prior service enlistment bonuses. | | | |
| 2 | To pay the initial payment of a/an: | | |
| | Enlistment Bonus | USARC Form 23-R (para 5-3) | See Chapter 5, para 5-3 |
| | Reenlistment Bonus | USARC Form 23-R (para 5-3) | See Chapter 5, para 5-3 |
| | Affiliation Bonus | USARC Form 23-R (para 5-3) | See Chapter 5, para 5-3 The USARC Form 23-R should be submitted at the same time the documentation is submitted to establish the bonus account |
| 3 | To pay an installment of a bonus | USARC Form 23-R (para 5-3b) | See Chapter 5, para 5-3b |
| 4 | To suspend an SRIP bonus (affiliation bonus cannot be suspended) | USARC Form 23-R (para 5-4) | See Chapter 5, para 5-4 |
| 5 | To reinstate an SRIP incentive | USARC Form 23-R (para 5-5) | See chapter 5, para 5-5 |
| 6 | To terminate an incentive entitlement without recoupment | USARC Form 23-R (para 5-6) | See AR 135-7 for reasons to terminate an entitlement See chapter 5, para 5-6 |
| 7 | To terminate an incentive entitlement with recoupment | USARC Form 23-R (para 5-6) | See chapter 5, para 5-6 |
| 8 | To correct a bonus account | USARC Form 23-R (para 5-7) | Explain the problem in detail Attach documentation to substantiate the change |
| 9 | Entering on an AGR tour and is eligible for anniversary SRIP payment(s) | USARC Form 23-R (para 5-8) | Attach a copy of the AGR order See chapter 5, para 5-8 |
| 10 | Entering on an AGR tour and is no longer SRIP eligible | USARC Form 23-R (para 5-6) | |

D-7. PROCEDURE: Certification Requirements

| Rule | If soldier is | Then submit | Remarks |
|---------|--|---|--|
| 1 | Performing individual AT/ADT/ADSW of 1-7 days | A certificate of performance (USARC Form 25-R) after duty is performed with payroll (para 3-5a) | See chapter 3 for a sample of orders with certificate overprint |
| 2 | Performing individual AT/ADT/ADSW of 8-29 days | A certificate of performance (USARC Form 25-R) to arrive at the servicing RCPSO NLT 10 days after last duty day (para 3-5b) | See chapter 3 for a sample of certificate overprint |
| 3 | Performing individual ADT/ADSW of 30 days or more at an Army installation listed in Appendix C | A certificate of performance (USARC Form 25-R) monthly NLT the 10th of each month of duty performance to the Active Duty RCPSO (para 3-5c) | See chapter 3 for a sample of certificate overprint A final certificate of performance is required during outprocessing or on the last day of duty |
| 4 | Performing individual ADT/ADSW of 30 days or more at a location not listed in Appendix C | A certificate of performance (USARC Form 25-R) monthly to the UPA for submission to the RCPSO NLT 10 days following each month of duty (para 3-5c) | See chapter 3 for sample of certificate overprint. A final certificate of performance will be given to the UPA for submission to the servicing RCPSO. It must be received by the RCPSO NLT 10 days following tour end date. |
| [#] 4.1 | Performing individual ADT/ADSW of 30 or more days as part of a Joint Task Force exercise. | A certification of performance monthly to the Task Force Plan-Cell pay coordinator which must be received by the RCPSO NLT the 10th of each month. | See chapter 3 for sample of certification overprint. A final certification of duty performance must be received by the RCPSO NLT 10 days following the last day of duty. |
| 5 | Performing Unit Annual Training | Nothing | Certificate not required for unit AT |

D-8. PROCEDURE: Court Orders/Levies/Non-Appropriated Funds (NAF) Debts

| Rule | If soldier is | Then submit | Remarks |
|------|---|---|---|
| 1 | Obligated by a court order to pay a debt and the court order garnishes the soldier's military wages | DA Form 200 - Annotate the DA Form 200 whether soldier is being paid by DJMS-AC or DJMS-RC (para 7-8) | Attach the court order and submit to the Director, DFAS-IN, ATTN: DFAS-IN-GG, Legal Office Indianapolis, IN 46249-0001 |
| 2 | Issued a Notice of Levy Letter | Notice of levy back to the IRS on DA Form 200 (para 7-7) | Imply on DA Form 200 that Notices of Levy on Wages go to: Director, DFAS-IN, ATTN: Dept 40, Indianapolis, IN 46249-0001 |
| 3 | Notified of a NAF collection/Debt by a NAF activity | A statement requesting collection action per DODPM table 7-7-5 rule 6 (para 7-6) | See para 7-6, Chapter 7 of this manual for instructions |

D-9. PROCEDURE: Debt Payments

| Rule | If soldier is | Then submit | Remarks |
|------|---------------------|--|---|
| 1 | Paying debt in full | Check <u>OR</u> money order (para 8-8) | See Chapter 8, para 8-8, of this pamphlet for details |

D-10. PROCEDURE: Deceased Member's Accounts

| Rule | If soldier is | Then submit | Remarks |
|-------------|----------------------|-------------------------|--|
| 1 | Deceased | A memorandum (para 8-5) | See chapter 8, para 8-5 for content. Prepare PFR for shipment to DFAS-IN (see Chapter 8, section 5, para 8-5 for PFR content. Submit the memorandum <u>AND</u> soldier's PFR on a DA Form 200 to the Director, DFAS-IN, ATTN: Dept 363, Indianapolis, IN 46249-0001. |

D-11. PROCEDURE: Disability Severance Pay

| Rule | If soldier is | Then submit | Remarks |
|-------------|------------------------------|--|----------------|
| 1 | Due disability severance pay | The separation order that specifies the entitlement (para 8-3) | |

D-12. PROCEDURE: Document Control

| Rule | If action is | Then submit | Remarks |
|-------------|---|---|---|
| 1 | To submit a pay claim or changes to a soldier's pay account | A transmittal letter (USARC Form 26-R) with substantiating documents attached (para 1-11) | See appendix B for instructions for completing Transmittal Letter |

D-13. PROCEDURE: Drill Limits and Authorizations

| Rule | If action is | Then submit | Remarks |
|-------------|---|--|---|
| 1 | Change/correct authorized limit of IDT drills for individual soldiers | Approval document from OCAR <u>AND</u> USARC Form 22-R (para 2-27) | State the drill type to be adjusted, limit, and the applicable FY, Reference AR 140-1 for approval requirements |

D-14. PROCEDURE: Duty without Pay

| Rule | If soldier is | Then submit | Remarks |
|-------------|-----------------------------|---|---|
| 1 | Performing duty without pay | USARC Form 24-R orders <u>AND</u> any additional documentation to the RCPSO (para 3-27) | Specify which entitlements the soldier is due on USARC Form 24-R and include in block 16 the following statement: "Soldier is not due basic pay." |

D-15. PROCEDURE: Family Separation Allowance

| Rule | If soldier is | Then submit | Remarks |
|-------------|----------------------|--------------------------|----------------|
| 1 | Entitled to FSA | DD Form 1561 (para 3-18) | |

D-16. PROCEDURE: Fines and Forfeitures

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|---|---|
| 1 | Penalized monetarily under Article 15 proceedings | DA Form 2627 (para 7-2) | |
| 2 | Penalized monetarily under Special or General Courts Martial Proceedings | A copy of the promulgation order (para 7-2) | |
| 3 | Penalized monetarily under Summary Courts Martial proceedings | DD Form 2329 (para 7-2) | |
| 4 | Due a refund because a debt was erroneously posted to his/her pay account | USARC Form 22-R (para 7-2) | Request that the debt be cancelled. Request all monies erroneously collected be refunded. Attach all substantiating documents |

D-17. PROCEDURE: GPLD/Report of Survey

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|---|---|
| 1 | Held liable for GPLD | A statement of charges (DA Form 362) signed by the soldier <u>OR</u> an approved Report of Survey (DA Form 4697) (para 7-3) | |
| 2 | Requesting a proration or acceleration of the collection | USARC Form 28-R (para 7-3) | If a soldier requests a proration, include on the USARC Form 28-R the amount to be collected from each day of active duty or each period of IDT The USARC Form 28-R must be signed by the soldier and the commander The USARC Form 28-R may be submitted with the statement of charges/report of survey |
| 3 | Transitioned | DD Form 139 (para 7-4) | Attach substantiating documents |

D-18. PROCEDURE: Inactive Duty Training periods (Manual Adjustments) outside Immediate Access Storage (IAS) (Supplemental Payments)

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|---|--|
| 1 | Entitled to pay for IDT performance | The unit attendance roster <u>OR</u> DA Form 1380 to RCPSO (para 3-2) | See Appendix J for attendance roster format. |
| 2 | Required to have an adjustment to drill data | USARC Form 22-R (check blocks 15 and 25) to RCPSO (para 3-9) | See chapter 3, para 3-9. Explain why the adjustment is necessary <u>AND</u> attach all substantiating documents. Submit to the RCPSO |
| 3 | Requesting an adjustment in any type payments previously paid | USARC Form 22-R (check blocks 15 and 25) to RCPSO (para 3-9) | See Chapter 3, para 3-9. Explain why the adjustment is necessary <u>AND</u> attach all substantiating documents. Submit to the RCPSO |

D-19. PROCEDURE: Incapacitation Pay

| Rule | If soldier is | Then submit | Remarks |
|-------------|--------------------------------|---|---|
| 1 | Entitled to Incapacitation Pay | USARC Form 24-R and USARC Form 46-R (para 8-4) | Refer to USARC Reg 140-3 for details on the Incapacitation Program. |

D-20. PROCEDURE: Incentive Pay

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|---|---|
| 1 | Entitled to incentive pay | The order which authorizes the incentive pay (para 3-19/20) | The order will establish the entitlement on the MMPA |
| 2 | Entitled to incentive pay for IDT assemblies | USARC Form 22-R If for nonautomated incentives. (Types: para 3-3) (para 3-19/20) | USARC Form 22-R will include: the dates, periods and types of duty performance in the Remarks section |
| 3 | Entitled to incentive pay for AT/ADT/ADSW | USARC Form 24-R (para 3-19/20) | Certify that soldier met the performance conditions |
| 4 | No longer authorized incentive pay (eligibility is terminated) | The order terminating the eligibility <u>OR</u> a USARC Form 22-R stating the reason for termination (para 3-20f) | Submit USARC Form 22-R to collect erroneous payment if applicable |
| 5 | Due an adjustment in pay for failing to meet the performance requirements | USARC Form 22-R (para 3-19/20) | Request a collection action and state the period of the overpayment |

D-21. PROCEDURE: Individual Active Duty

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|--|---|
| 1 | Performing Individual AT/ADT/ADSW for a period of 1-7 days | One copy of the AD order <u>AND</u> all substantiating documents to pay entitlements not currently on the MMPA; USARC Form 24-R <u>AND</u> a Certificate of Performance for the period of duty (USARC Form 25-R) (para 3-5a) | Claims for individual AT/ADT/ADSW tours of 1-7 days will be submitted after completion of duty See Chapter 3 for a certificate of performance |
| 2 | Performing individual AT/ADT/ADSW for periods of 8-29 days | One copy of the AD order <u>AND</u> all substantiating documents to pay entitlements not currently on the MMPA <u>AND</u> USARC Form 24-R (para 3-5b) | Submit to arrive at the RCPSO not earlier than 10 days prior to first duty day. NOTE: See para D-7 for certificate of performance requirements. |
| 3 | Performing individual ADT/ADSW for periods of 30 or more days at an installation where RCIS is available | Nothing. NOTE: The soldier will provide the on-site FAO with a copy of the AD order <u>AND</u> all substantiating documents. (para 3-5c(1)) | See Chapter 3 for a sample of a certificate of performance, USARC Form 25-R. Provide certificate monthly following each month of duty. A final certificate of performance is required NLT 10 days after tour completion. |
| 4 | Performing individual ADT/ADSW for periods of 30 or more days at an installation where RCIS is not available | Follow rule 2 (para 3-5c(2)) | See Chapter 3 for a sample of a certificate of performance. Provide certificate monthly following each month of duty. A final certificate of performance is required NLT 10 days after tour completion. |

D-22. PROCEDURE: Initial Active Duty for Training

| Rule | If soldier is | Then submit | Remarks |
|-------------|----------------------|--|---|
| 1 | Scheduled for IADT | The IADT order (para 3-10) | Submit in time to arrive at the RCPSO no earlier than the first day of duty |
| 2 | Returning from IADT | DD Form 214 <u>OR</u> release orders (para 3-10) | Verify that the MMPA is correct when soldier is returned to a normal status. Send documentation to correct the MMPA if applicable. Submit bonus payment request if applicable |

D-23. PROCEDURE: Mileage Allowance and Per Diem

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|--------------------------------|---|
| 1 | Claiming mileage only for individual AT/ADT/ADSW within commuting distance | USARC Form 24-R (para 3-11) | See chapter 3, para 3-11 |
| 2 | Claiming mileage only for unit Annual Training but not at home station | Nothing (para 3-11) | Enter the number of round-trip miles inside commuting distance on AT Certification Roster |
| 3 | Claiming mileage and per diem for unit AT outside commuting distance | DD Form 1351-2 (para 3-12) | Travel outside commuting distance |

D-24. PROCEDURE: Miscellaneous Appropriated Fund Debts (DD Form 139)

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|--|--|
| 1 | Indebted to the U.S. Government and has transferred to another unit | DD Form 139 (para 7-4) | Forward DD Form 139 to the gaining unit Attach substantiating documents to support the indebtedness If the unit's address is unknown, forward DD Form 139 to RCPSO |
| 2 | Indebted to the U.S. Government and has separated from the service and still on the MMPF | DD Form 139 (para 7-4) | Attach substantiating documents and forward to servicing RCPSO |
| 3 | Indebted to the U.S. Government and has been separated from the service and has been dropped from the MMPF | DD Form 139 (para 7-4) | Attach substantiating documents and forward to Director, DFAS-IN, ATTN: Accounting and Debt Management Operations, Indianapolis, IN 46249-0001 |
| 4 | Indebted to the U.S. Government and a DD Form 139 has been received from another source | The DD Form 139 to the RCPSO (para 7-5) | See Chapter 7, para 7-5 for detailed instructions |

D-25. PROCEDURE: Non-Performance

| Rule | If action is | Then submit | Remarks |
|-------------|---|---|---|
| 1 | To inform the soldier of indebtedness to the U.S. Government for payments received for duty not performed | USARC Form 28-R (para 7-1) | Send to the soldier Explain why the action is being taken and the amount to be collected |
| 2 | To request a collection action less than 60 days old | USARC Form 22-R with USARC Form 28-R (if applicable) (para 7-1) | Explain why the collection is necessary <u>AND</u> attach all substantiating documents |
| 3 | To request a collection action 60 or more days old | USARC Form 22-R with USARC Form 28-R (if applicable) (para 7-1) | Explain why the collection is necessary <u>AND</u> attach all substantiating documents |

D-26. PROCEDURE: Non-Receipt/Returned Checks and DD/EFT

| Rule | If action is | Then submit | Remarks |
|-------------|--|-------------------------|---|
| 1 | To stop payment on a government check which was not received, lost, stolen, mutilated or destroyed | DA Form 3037 (para 8-7) | Submit on DA Form 200 to the Director, DFAS-IN, ATTN: Dept 22 Indianapolis, IN 46249-0001. Include date and amount of payment |
| 2 | To return a government check received from the soldier | DA Form 200 (para 8-7c) | Attach the check (do not staple) to the DA Form 200 and submit to Director, DFAS-IN, ATTN: Dept 22, Indianapolis, IN 46249-0001. Include period of the payment being returned |
| 3 | To report non-receipt of DD/EFT by the financial institution | Nothing (para 8-7b) | Confirm financial institution information is correct on soldier's MMPA then report to DFAS-IN immediately |
| 4 | To inquire about DD/EFT returns by the financial institution to DFAS | Nothing (para 2-6) | Confirm financial institution information was incorrect on soldier's MMPA. Ref Chapter 2, para 2-6 |

D-27. PROCEDURE: Organizational Changes

| Rule | If unit is | Then submit | Remarks |
|-------------|--|--|--|
| 1 | Activated, inactivated or has an address or organizational data change | USARC Form 29-R <u>AND</u> the applicable order (if any) (para 2-17) | See Chapter 2, para 2-17. Units will coordinate with their MUSARC HQs. |

D-28. PROCEDURE: Out of Service Claims

| Rule | If duty was | Then submit | Remarks |
|-------------|--|---|--|
| 1 | Paid by DJMS-AC | DD Form 827 <u>OR</u> statement <u>AND</u> documentation to substantiate the claim (para 8-6) | Submit on a DA Form 200 to Director, DFAS-IN, ATTN: Dept 70 Indianapolis, IN 46249-0001 |
| 2 | Paid by DJMS-RC and soldier is no longer on MMPF | DD Form 827 <u>OR</u> statement <u>AND</u> documentation to substantiate the claim (para 8-6) | When the claim cannot be settled by the RCPSO, it should be forwarded to Director, DFAS-IN, ATTN: Dept 70, Indianapolis, IN 46249-0001 |
| 3 | Paid by DJMS-RC and soldier is still on the MMPF | USARC Form 22-R <u>AND</u> applicable documentation (para 3-9) | If the soldier has been separated and is still on the MMPF, forward to servicing RCPSO |

D-29. PROCEDURE: Pay Option/Mailing Address

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|-----------------------------|--|
| 1 | Electing EFT/Direct Deposit to a financial institution | SF 1199A (para 2-6) | USARC Form 22-R must also be submitted if mailing address changes |
| 2 | Electing check to address | DA Form 3685 (para 2-7) | Eligible soldiers are identified in para 2-5 |
| 3 | Changing mailing address on MMPA for mailing LES/W2 | USARC Form 22-R (para 2-5b) | Soldier's signature is required in the remarks section (for soldiers on DD/EFT only) |

D-30. PROCEDURE: Pay Status Codes

| Rule | If action is | Then submit | Remarks |
|-------------|--|--|--|
| 1 | To correct the soldier's Pay Status Code on the MMPA | USARC Form 22-R. Complete blocks 21 and 25 attach appropriate documentation and forward to servicing RCPSO (para 2-16 and table 2-2) | See Chapter 2, Section 6 of this pamphlet for the applicable codes |

D-31. PROCEDURE: Prepositioned Allotments

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|--------------------|--|
| 1 | Electing to initiate allotments in the event of mobilization | DD Form 2558 | See Chapter 9 |
| 2 | Electing to stop a prepositioned allotment | DD Form 2558 | See Chapter 9 |
| 3 | Electing to change a prepositioned allotment | DD Form 2558 | Submit one DD Form 2558 to stop the current allotment <u>AND</u> another DD Form 2558 to start the new allotment |

D-32. PROCEDURE: Promotions/Reductions/PEBD Changes

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|--|---|
| 1 | Administratively advanced to E2, E3, E4 or cadet E5 | DA Form 4187 <u>OR</u> SIDPERS-USAR Advancement Eligibility Roster (GRA-POI) (para 2-10) | |
| 2 | Reduced in grade for other than disciplinary action | The reduction order (para 2-11) | |
| 3 | Reduced under Article 15, UCMJ | DA Form 2627 (para 2-11) | |
| 4 | In the incorrect grade on the MMPA | USARC Form 22-R block 14 (para 2-12a) | Attach substantiating documents reflecting the correct grade (USARC Form 22-R required for adjustments outside IAS) |
| 5 | An officer with over 4 years of Active enlisted or warrant officer service and the grade on the MMPA is incorrect | USARC Form 22-R block 14 (para 2-12b) | Attach substantiating documents to support the change. USARC Form 22-R required for adjustments inside or outside IAS |
| 6 | Carried on the MMPA with the incorrect years of service (PEBD) | USARC Form 22-R block 16 (para 2-13) | Attach substantiating documents to support change to Pay Entry Basic Date (PEBD). USARC Form 22-R required for adjustments |
| 7 | Promoted to E5 thru E9 or 01 thru 010 or W1 thru MW5 | Nothing (para 2-10) | Orders are sent directly to the RCPSO from the order issuing authority. Submission by unit is required if promotion does not appear on the 2405 History Report 30 days after the effective date |

D-33. PROCEDURE: Reassignments and Transfers

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|--------------------|---|
| [#] 1 | Reassigned or transferred between units | <u>Nothing</u> | <u>Single Source Data will process</u> <u>* see paragraph 1-12 for exception to policy</u> |
| [#] 2 | Enlisted into another service (Navy, Air Force, Marine Corps, Coast Guard or Active Army) | <u>Nothing</u> | <u>Single Source Data will process</u> <u>* see paragraph 1-12 for exception to policy</u> |
| [#] 3 | Transferred between the USAR and ARNG | <u>Nothing</u> | <u>Single Source Data will process</u> <u>* see paragraph 1-12 for exception to policy</u> |

D-34. PROCEDURE: Reversal of Active Duty Payments

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|---|---|
| 1 | Entitled to only a portion or none of individual AT/ADT/ADSW that has been paid | USARC Form 22-R appropriate documentation. Complete blocks 15 and 25 and submit to the RCPSO (para 3-6) | See Chapter 3, para 3-6 of this pamphlet for instructions |

D-35. PROCEDURE: Saved Pay

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|--|--|
| 1 | Entitled to saved pay for IDT assemblies | USARC Form 22-R, Block 9 (para 3-22a) | See Chapter 3, para 3-22a |
| 2 | Entitled to saved pay for AT/ADT/ADSW | USARC Form 22-R, (para 3-22b) Blocks 13 and 15 | See Chapter 3, para 3-22b if not requested on original USARC Form 24-R |

D-36. PROCEDURE: Separations

| Rule | If soldier is | Then submit | Remarks |
|-------------|------------------------------|---|--|
| [#] 1 | To be separated from DJMS-RC | <u>USARC Form 23-R</u> <u>if bonus participant</u> <u>(para 2-21)</u> | <u>Single Source Data will process</u> If soldier has an active bonus account, Submit USARC Form 23-R to terminate the bonus. Be sure and provide full details in block 10 See Chapter 5, Section I for termination procedures |

D-37. PROCEDURE: Servicemen's Group Life Insurance

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|---|--|
| 1 | Changing an SGLI option | VA Form 29-8285 <u>OR</u> SGLV Form 8286 (as applicable) (para 2-9) | See AR 608-2 for guidance on completion of forms and entitlements |
| 2 | Requesting a correction to an erroneous collection of SGLI | USARC Form 22-R (para 2-9) | Provide an explanation of the problem Attach substantiating documents |

D-38. PROCEDURE: Special Pay

| Rule | If soldier is | Then submit | Remarks |
|-------------|--|--|--|
| 1 | Entitled to special pay | A copy of the order authorizing the special pay (para 3-21) | The order will establish the entitlement on the MMPA |
| 2 | Entitled to special pay for IDT assemblies | USARC Form 22-R (para 3-21) | The USARC Form 22-R should include the dates, periods and types of duty performed |
| 3 | Entitled to special pay for AT/ADT/ADSW | USARC Form 24-R (para 3-21) | Certify that the soldier met the performance conditions |
| 4 | No longer authorized special pay | A copy of the order terminating the special pay or USARC Form 22-R (para 3-21c(4)) | |
| 5 | Due an adjustment for failing to meet special pay performance conditions | USARC Form 22-R (para 3-3 for IDT) (para 3-6 for AD) | Complete blocks 15 <u>AND</u> 25 of USARC Form 22-R clearly defining reason for the adjustment |

D-39. PROCEDURE: State Tax Withholding

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|---|--|
| 1 | Requesting a change of state tax code on the MMPA | DD Form 2058 to the servicing RCPSO (para 2-32) | See appendix E for the appropriate state tax codes |

D-40. PROCEDURE: Student Loan Repayment/Health Professional Loan Repayment

| Rule | If soldier is | Then submit | Remarks |
|-------------|---|---|---|
| 1 | Due an installment for student loans | DA Form 5261-4-R <u>AND</u> DD Form 2475 (para 5-10) | Attach a copy of the loan agreement for each loan. See Chapter 5, para 5-10 |
| 2 | Due an installment for health professional loan | DD Form 5536-R <u>AND</u> DD Form 2475 (para 5-10) | Attach a copy of the loan agreement for each loan |
| 3 | A SLRP/HPLR participant and is transferred | A written notification by the gaining unit to their servicing RCPSO (para 5-11) | The gaining unit must notify their RCPSO to request the soldier's loan payment file from the losing RCPSO |
| 4 | AGR | USARC Form 23-R (if required) (para 5-10a(8)) | See Chapter 5, of this Pam for status of SLRP bonus if soldier is separated from DJMS-RC |
| 5 | Out of service | Nothing (para 5-10bf) | See Chapter 5, of this Pam for status of HPLR bonus if officer is separated from DJMS-RC |

Appendix E

State Taxing Authorities

E-1. This appendix contains DJMS-RC State Tax Authorities.

E-2. The following is a listing of the authorized state tax codes used in DJMS-RC.

| <u>STATE</u> | <u>CODE</u> | <u>ABBR</u> | <u>STATE</u> | <u>CODE</u> | <u>ABBR</u> |
|----------------------|-------------|-------------|--------------------|-------------|-------------|
| ALABAMA | 01 | AL | NEW JERSEY | 34 | NJ |
| ALASKA | 02 | AK | NEW MEXICO | 35 | NM |
| ARIZONA | 04 | AZ | NEW YORK | 36 | NY |
| ARKANSAS | 05 | AR | NORTH CAROLINA | 37 | NC |
| CALIFORNIA | 06 | CA | NORTH DAKOTA | 38 | ND |
| COLORADO | 08 | CO | OHIO | 39 | OH |
| CONNECTICUT | 09 | CT | OKLAHOMA | 40 | OK |
| DELAWARE | 10 | DE | OREGON | 41 | OR |
| DISTRICT OF COLUMBIA | 11 | DC | PENNSYLVANIA | 42 | PA |
| FLORIDA | 12 | FL | RHODE ISLAND | 44 | RI |
| GEORGIA | 13 | GA | SOUTH CAROLINA | 45 | SC |
| HAWAII | 15 | HI | SOUTH DAKOTA | 46 | SD |
| IDAHO | 16 | ID | TENNESSEE | 47 | TN |
| ILLINOIS | 17 | IL | TEXAS | 48 | TX |
| INDIANA | 18 | IN | UTAH | 49 | UT |
| IOWA | 19 | IA | VERMONT | 50 | VT |
| KANSAS | 20 | KS | VIRGINIA | 51 | VA |
| KENTUCKY | 21 | KY | WASHINGTON | 53 | WA |
| LOUISIANA | 22 | LA | WEST VIRGINIA | 54 | WV |
| MAINE | 23 | ME | WISCONSIN | 55 | WI |
| MARYLAND | 24 | MD | WYOMING | 56 | WY |
| MASSACHUSETTS | 25 | MA | | | |
| MICHIGAN | 26 | MI | NOT DESIGNATED | 98 | |
| MINNESOTA | 27 | MN | (TEMPORARY) | | |
| MISSISSIPPI | 28 | MS | NOT LISTED/FOREIGN | 99 | |
| MISSOURI | 29 | MO | AMERICAN SOMOA | AS | |
| MONTANA | 30 | MT | SAIPAN | CM | |
| NEBRASKA | 31 | NE | PANAMA CANAL ZONE | CZ | |
| NEVADA | 32 | NV | GUAM | GU | |
| NEW HAMPSHIRE | 33 | NH | PUERTO RICO | PR | |
| | | | VIRGIN ISLANDS | VI | |

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Appendix F Travel Claims

Section I General

F-1. This appendix is designed to assist travelers with the procedures for filing travel claims for reimbursement of expenses and to provide details in the preparation of the claim.

F-2. The regulation governing official policy and principles of Finance and Accounting for Installations Travel and Transportation Allowances is AR 37-106, which is part of the Finance Update.

F-3. The Joint Federal Travel Regulations, Volume 1, Uniformed Service Members, contains the basic statutory regulations concerning travel and transportation allowances of members of the uniformed services, including all regular and Reserve components.

F-4. All information contained in this appendix is either extracted verbatim from the references cited in paragraphs F-2 or F-3 above or paraphrased to emphasize travel conditions of the individual traveler.

F-5. The instructions in this pamphlet are based upon the references listed in paragraphs F-2 and F-3 above and therefore each claim for reimbursement of expenses due the traveler should be cross referenced with the applicable guidance.

Section II Travel Pay Procedures

F-6. Soldiers ordered to travel to a temporary duty location (including training locations for short periods of AT/ADT/ADSW) may be entitled to one or more of the following:

- a. Mileage reimbursement.
- b. Reimbursement for commercial transportation (not to exceed cost of the Government Transportation Request (GTR)).
- c. Per diem (meals and lodging).
- d. Reimbursement for other authorized expenses.

F-7. When the only travel entitlement is round-trip mileage to and from a duty site within commuting distance, reimbursement can be claimed at the same time as pay and allowances. If, however, there are other travel costs (such as per diem or reimbursable expenses), the soldier must submit a travel voucher (DD Form 1351-2).

F-8. Completion of a travel voucher is the responsibility of each individual traveler, NOT the full-time unit staff.

However, it is important that you understand voucher completion in order to be able to assist members of your unit when they come to you with questions about travel reimbursement. This appendix will explain the various types of travel reimbursements and outlines the procedures and responsibilities for submission of travel claims. Remember however, that it is the individual reservist's responsibility to prepare a travel voucher and claim any authorized per diem, transportation, or reimbursable expenses related to official travel.

F-9. Before a reservist can be reimbursed for travel, the travel must be directed by orders. Travel may be directed for a soldier in IDT, AT, or ADT status. Normally, the type of order published is determined by the type of duty. IDT travel is directed on DD Form 1610. (Civilian employees and Active Duty soldiers also travel using DD Form 1610 travel orders.) Group AT travel is directed on unit AT orders and annexes; travel for ADT (or individual AT) is directed by letter orders. After arrival at the duty station, soldiers on AT or ADT may be directed to further travel on DD Form 1610.

F-10. An order however, does not always accurately project the nature of the travel or the duty to be performed. A reservist reporting for 2 weeks of AT at a small Army post that does not have quarters available, for instance, will be entitled to per diem even though no per diem cost was estimated on the order. Travel allowances are based on the Joint Federal Travel Regulation (JFTR), and duty ordered and performed gives a soldier the right to all travel allowances authorized by the JFTR.

F-11. If the soldier is not entitled to a payment he/she receives from a travel claim for any reason, he/she should return the check to the paying office for cancellation (not to DFAS-IN). The check should be sealed in an envelope and the envelope should be stapled to a DA form 200 for forwarding to the paying office. The remarks section of the DA Form 200 should reflect the reason for the return. **DO NOT RETURN TRAVEL CHECKS TO THE RCPSO ON USARC FORM 26-R.**

F-12. The details of travel allowances can be extremely complex, and each case must be considered individually, with the actual circumstances determining the authorized allowances. In general, remember that:

- a. The DD Form 1351-2, travel voucher, should be completed within 10 days after completion of travel and given to the UA immediately.
- b. The voucher must be signed by the traveler after completion of duty.
- c. Supporting documents such as orders and lodging receipts must be attached. All reimbursable expenses of \$25.00 or more must be accompanied by a receipt.

d. It must be reviewed and signed in block 22 of the travel voucher by a reviewing official.

e. Procedures for completion of travel vouchers are explained in AR 37-106, which is included in the Finance Update. Below is a brief summary of forms:

[#] (1) DD Form 1351 (Travel Voucher) Although titled "Travel Voucher," this form really is used to request a travel advance. *[NOTE: Travel advances normally will be settled within 15 days after completion of travel. If the settlement voucher is not received within 30 days after completion of travel, the advance will be considered delinquent and collection of the amount advanced will be deducted from the soldier's pay.]*

(2) DD Form 1351-2 (Travel Voucher or Subvoucher) This is the basic travel voucher. See the samples on pages 7 and 8.

(3) DD Form 1351-2C (Travel Voucher or Subvoucher Continuation Sheet) This form is used whenever the itinerary or the list of reimbursable expenses is so long that a continuation sheet is necessary.

(4) DD Form 1351-5 (Statement of Nonavailability for Government Quarters and Mess) This form is issued by military installations when they are unable to provide meals and/or quarters to official visitors. It must be submitted with the travel voucher.

(5) SF 1164 Claim For Reimbursement for Expenditures on Official Business (local travel). This form is used to claim local mileage or expenses such as parking or tolls for government vehicles and expenses for recruiters. It will not be further discussed in this appendix.

Section III

The "Lodging Plus" System of Per Diem

F-13. General

a. Per diem is a daily allowance to pay for the cost of food, lodgings and incidental expenses while away from home or permanent duty station. It does not include the cost of items such as parking or car rental, which are "reimbursable expenses" and computed separately.

b. Under the "Lodging Plus" program, the base per diem allowance for the continental United States was raised to \$66. For travel to large cities such as New York or Chicago, or other areas where costs are significantly higher than average, rates ranging up to \$178 a day (for New York city) were established.

c. The per diem allowance is split into two parts: one is a maximum allowance for lodging, and the other is an allowance for meals and incidental expenses (M&IE). (Hence the title "Lodging Plus," meaning the cost of lodging plus the cost of meals and incidentals.)

F-14. Meals

a. The cost of M&IE is reimbursed at one of several rates: ranging from \$26 a day or, in more expensive areas to \$38 a day. Most, but not all, large cities qualify for the higher rates--among them: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas/Fort Worth, Denver, Detroit, Houston, Las Vegas, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Diego, San Francisco, Seattle, and Washington, D.C. Many resort areas also qualify for

the \$38 rate--for example: Newport, Rhode Island; Palm Springs, California; and Vail, Colorado.

b. During the first and last days of travel, meal allowances are paid based on the amount of time the traveler is away from home, measured in 6-hour (quarter-day) increments. For purposes of this computation, the day is divided into four parts, as follows:

0001 to 0600
0601 to 1200
1201 to 1800
1801 to 2400

(For example, a soldier who leaves home at 1315 for a 3-day trip would be eligible for only 50% of the meal allowance for the first day. In the same way, a soldier who returned from a trip at 1800 hours would only receive 75% of the M&IE allowance for the last day of travel.)

c. Effective 1 October 1989, enlisted soldiers are entitled to receive full Basic Allowance for Subsistence (BAS) when in a per diem/TDY status.

F-15. Lodging

a. At least \$40 is allowed for lodging expenses everywhere in the United States. In many areas, depending on the availability of hotels and the average cost of a night's room, the maximum allowance is more. The lodging, meals and incidental expenses rates are contained in appendix D of the JFTR. As these rates often change, you must refer to appendix D for the most up-to-date information.

b. The area lodging rate is the maximum cost per night you will be reimbursed for hotel/motel expense. If your room cost in a \$60 area is \$68, for example, you will be reimbursed only \$60. But if, on the other hand, your room cost is just \$48.25 per night, you will not receive the full \$60 allowance; you will be reimbursed only your actual cost (in this case, \$48.25).

c. Lodging reimbursement is based on the cost of a single room. If you share your room with a family member or friend, indicate on the receipt, for example, "Room shared with family member," and show the single rate (for example, "Single rate \$39" or "Room rate \$45 single or double"). If you share a room with another official traveler (unit member or government employee), then you must list the name and unit/office of your roommate, and each of you will be eligible for reimbursement of half the cost of the room. This is useful when you cannot obtain lodging within the area cost guidelines. Two of you can share a very expensive room (for instance, \$120 a night) and each be reimbursed \$60, which is close to or within the limit for many metropolitan areas. Receipts are always required to claim lodging expenses.

d. If you obtain lodging with relatives or friends, no reimbursement is allowed, even if you paid them something for letting you stay with them, and even if you obtained a receipt.

Appendix G

The UH022-2405 Master Military Pay Account (MMPA) History Report (RCS exempt, AR 335-15, para 5-2f)

Section I

General

G-1. This appendix contains a breakdown of the UH022-2405 MMPA History Report. A dissection of the report into nine subsections is at figures G-1 through G-9. This report is referred to as the 2405 History Report from this point forward.

G-2. The DFAS-IN produces the report monthly in two copies. One copy is forwarded to the MSC and the other is sent to the units.

G-3. Each unit should review the report carefully to ensure transactions affecting the maintenance of soldier's accounts and payments made were processed accurately, especially accessions of newly assigned soldiers. Discrepancies should be annotated on the report as to the corrective action being taken. Some corrections may need to be documented, others may not as prescribed on USARC Form 22-R. Within 24 hours following the review of the 2405 History Report, forward corrections to the servicing RCPSO, with applicable documentation on USARC Form 26-R.

[#]**G-4.** Maintain the 2405 History Report in the unit's functional files in accordance with the Modern Army Records Keeping System (MARKS) procedures under file number 37 - ACTION. **The retention of this report has been determined to be current year plus 1 additional year. After the 1 additional year period,** recommend the unit provide the report to the individual soldiers or destroy it IAW MARKS procedures.

Section II

Reserve Master Military Pay Account (MMPA) Reader's Guide

G-5. Each of the nine subsections of the 2405 History Report shows a blow-up of that section of the report and a reader's guide that defines the many codes contained in that section of the report .

G-6. The UH022-2405 MMPA History Report is broken down as follows:

| <u>Figure</u> | <u>Section</u> |
|---------------|----------------------------------|
| G-1 | 1. "Administrative" |
| G-2 | 2. "Entitlement Data" |
| G-3 | 3. "Direct Deposit Mobilization" |
| G-4 | 4. "Deductions" |
| G-5 | 5. "Pay History" |
| G-6 | 6. "Calendar Data" |
| G-7 | 7. "Drill Master Data" |
| G-8 | 8. "Processed Transactions" |
| G-9 | 9. "Payment Record Data" |

UH022-2405 HISTORY REPORT

Section 1 "ADMINISTRATIVE"

PCN: UH022-2405 PREPARED 97 MAY 21

SSN 123456789 SSN-PR 000000000 SEX F
 NAME DOE JANE M
 DOD COMP A COMP V V ST PGMA AN AN
 GRADE 33 32 31 EDG 940807 930812
 NPS 04E N PAY DATE 920417 930108
 GAIN G G G DOG 930108 AD-PAY-FREQ 2
 LOSS DOS 000000 COUNTRY CD
 PAS U1S4KT10 ASGN-DT 910916
 PEC PAPD00 PAPD00 HPIP-ROTC:
 I-BAQ-EIC 0.00 I-BAS-EIC 0.00
 A-BAQ-EIC 0.00 A-BAS-EIC 0.00
 ROTC-SUB-EIC 0.00 CZ-EIC 0.00

ETS 990107 TAFMS-CTR 0021
 BONUS TYPE 0 0 AMT-LAST-PD 0.00
 INSTL-NBR 0 TOTAL PD 0.00
 DT-LAST-PD 000000 DATE-ENLIST 000000
 RSN-TERM 0 TERM-PRO-DT 000000
 MO-NBR-PARTIC 00
 GROSS-AMT-RECOUP 0.00

PAS-PR-1 U1SKT00 ASG-DT1 930108
 PAS-PR-2 ASG-DT2 000000
 PAS-PR-3 ASG-DT3 000000
 PAS-PR-4 ASG-DT4 000000

[#]T5-CFY 0 [#]T5-PFY 0

Figure G-1. MMPA Reader's Guide - Section 1. "Administrative"

MMPA Reader's Guide
Section 1 "ADMINISTRATIVE" (continued)

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|------------------|--|--------------------|--|
| SSN | Soldier's current Social Security Number. | O4E | Officers whose grades are 01-03 with over 4 years Active enlisted service. Codes used: Y = Yes N = No |
| SSN-PR | Previous Social Security Number, if any. | PAY-DATE | Current and previous pay entry basic dates. |
| SEX | Indicates sex of soldier. Codes used: M = Male F = Female | GAIN | Verification of all critical data elements making up a soldier's pay account. Three Gs (GGG) represent a completed MMPA accession. 1st G = Personnel data (i.e., Name, SSN, Pay Date, DOG, PAS, Pay Grade, Effective date, ST-PGMA) 2nd G = Pay data (i.e., BAQ, NPS, SGLI, Sex code, UTA authorization, tax data, Final leave indicator, Leave days paid) 3rd G = Valid two line mailing address not to exceed 29 characters each line. |
| NAME | Last name, first name, middle initial. | DOG | Date that soldier was gained on the MMPA for Reserve Component. |
| DOD-COMP | Department of Defense component. Codes used: A = Army F = Air Force | AD-PAY-FREQ | How many times a month a soldier on Active Duty is paid. Will always show a two (2) for a soldier on active duty long tour. |
| COMP | Current and prior service components. Codes used: V = USAR G = ARNG | LOSS | Identifies soldiers lost from the pay system. 'LL' closes a soldier's file where it will drop 6 months from the date of separation. |
| ST-PGMA | ARNG uses a state code. Reserve has pay group and mobilization augmentee code. Report reflects current and previous. Codes used for Pay Group (PGMA): AN = TPU and IRR, other than IMA BN = IMA | DOS | Effective date of separation from service component. |
| GRADE | Current and previous two grades for which the soldier is entitled to receive pay. If only one grade on file, it will repeat current pay grade three times. JUMPS-RC = O1-O10 / DJMS = 01-10 JUMPS-RC = W1-W5 / DJMS = 21-25 JUMPS-RC = E1-E9 / DJMS = 31-39 | COUNTRY-CD | Used when a soldier resides in a foreign country. |
| EDG | Effective date(s) of soldier's current and first prior grade. | PAS | The Personnel Accounting Symbol (PAS) First two positions represents the Pay Support Office (Site-ID) and the last six positions represent the unit identification code (UIC). |
| NPS | Non-prior service indicator. Codes used: Blank = Prior service soldier 6 = Soldier awaiting IADT | ASGN-DT | Date soldier was assigned to the current Pay Support Office (given a new Personnel Accounting Symbol (PAS)). |

Figure G-1. (continued) MMPA Reader's Guide - Section 1. "Administrative"

Section 1 "ADMINISTRATIVE" (continued)

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|-----------------------|--|----------------------------|--|
| [#]PEC | The current and prior Program Element Code (PEC) that relates to a soldier's organization or function. <u><i>The 6 digit code is used for mobilized soldiers UIC to send LES to mobilized units.</i></u> Codes used: PAPD00 = USAR PANG00 = ARNG <u>MOBUIC = MOBILIZED</u> | INSTL-NBR | Installment number of most recent payment. Codes used: 1 = Initial 2 = 1st anniversary 3 = 2nd anniversary, 4 = 3rd anniversary, 5 = 4th anniversary, 6 = 5th anniversary, 7 = 6th anniversary, 9 = Bonus termination with recoupment/balance due soldier |
| [#]HPIP/ROTC | <u>Student Identification Code.</u> <u>Codes used:</u> <u>H = HPIP</u> <u>R = ROTC</u> | TOTAL PAID | Total of the present bonus paid to date. |
| [#]EIC | <u>Earned Income Credit Codes.</u> <u>Codes used:</u> <u>I = EIC-BAQ</u> <u>A = EIC-BAQ</u> <u>I = EIC-BAS</u> <u>A = EIC-BAS</u> <u>ROTC-SUB-EIC</u> <u>CZ-EIC</u> | DT-LAST-PD | Date of last bonus payment. |
| ETS | Expiration Term of Service. | DATE-ENLIST | Effective date of current enlistment which qualified soldier for bonus. |
| TAFMS-CTR | Total Career Active Duty days accumulated since account established on DJMS-RC. | RSN-TERM | Reason for termination of bonus. Codes used: 0 = Bonus not Terminated E = Unsatisfactory Participation F = Transfer to another Reserve Component G = Transfer to Active Enlisted Force H = Transfer to Officer Corps I = Unauthorized Change in MOS J = Transfer to Nonincentive Qualified Unit Within Locale K = Accepted Civilian Position where Reserve Membership is a condition of Employment L = Assigned to AD or ADT in excess of 90 days in support of Reserve Program M = Other |
| [#] BONUS-TYPE | Current and previous bonus types. Codes used: 0 = None 1 = Enlistment Bonus (MOS Qualified) 2 = Enlistment Bonus (UIC Qualified) <u>3 = High Priority Unit</u> 4 = 6 Yr Reenl - Less than 6 yrs service 5 = 3, 4, 5 Yr Reenl - 6 or more yrs svc, but less than 10 yrs service 5 = 3, 4, 5 Yr Enl - Prior Svc Enl for 3, 4, or 5 yrs but less than 10 yrs svc 6 = 6 Yr Reenl - 6 or more yrs service, but less than 10 yrs service 6 = 6 Yr Enl - Prior Svc Enl for 6 Yrs with less than 10 yrs total service 7 = Affiliation Bonus - 18 months or less 8 = Affiliation Bonus - More than 18 mos <u>P = Civilian Acquired Skills</u> <u>N = Reserve Associate Support Program</u> | TERM-PRO-DT | Effective date of termination. |
| AMT-LAST-PD | Amount of last bonus payment. | MO-NBR-PARTIC | When bonus is terminated, number of months soldier participated satisfactorily in the bonus program. Used for recoupment purposes only. |
| | | GROSS-AMT-RECOUP | Gross money amount Generated for collection due to bonus recoupment. |
| | | PAS-PR-1 | First prior PAS, if any. |
| | | ASG-DT1 | Effective date of first prior PAS. |
| | | PAS-PR-2 | Second prior PAS, if any. |
| | | ASG-DT2 | Effective date of second prior PAS. |
| | | PAS-PR-3 | Third prior PAS, if any. |
| | | ASG-DT3 | Effective date of third prior PAS. |
| | | PAS-PR-4 | Fourth prior PAS, if any. |
| | | ASG-DT4 | Effective date of fourth prior PAS. |
| | | <u>[#] T5 - CFY</u> | <u>Not Applicable</u> |
| | | <u>[#] T5 - PFY</u> | <u>Not Applicable</u> |

Figure G-1. (continued) MMPA Reader's Guide - Section 1. "Administrative"

UH022-2405 HISTORY REPORT

SECTION 2 " ENTITLEMENT DATA "

***** ENTITLEMENT *****

AD-PD-TO-DATE 000000

PAY-STATUS A-000000-999999

PAY-STATUS-2 -000000-999999

TVL-DAYS-1 0 TVL-DAYS-2 0

BAQ-STAT 0 0 DT/DOB 0 000000

BAQ-DEP-CERT-DATE 000000

BAQ-STAT-DT 921103 QTR-AVAIL 1

BAQ-DATES 000000-000000

VHA-ZIP 00000 VHA-NBR-DEP 0

VHA-DAILY-RATE 0.0000

VHA-DATES 000000-000000

BAS-TYPE N

BAS-DATES 000000-0 000000-0

FDP-DATES 000000 000000

FSA-II-DATES 000000-000000

HFP-CC/DATES 000000-000000

HFP-MO-EX 00

IP-TYPE/DATES N 000000-000000

OSD-ASD 000000-000000

MDVO N-000000 P/MSD 00-000000

UA-TYPE UA-PAY-DT 000000

Figure G-2. MMPA Reader's Guide - Section 2. "Entitlement Data"

MMPA Reader's Guide
Section 2 - "ENTITLEMENT DATA" (continued)

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|--------------------------|---|-----------------------|---|
| AD-PD-TO-DATE | If member is on a long tour of active duty (30 or more days), this will show the date through which last payment has been made. | QTR-AVAL | Indicates if quarters are available for current tour. Codes used: 0 = Quarters not available 1 = Quarters available |
| [#]PAY-STATUS | Soldier's current pay status and the start and stop date of long tour Codes used: A = Normal status (start and stop dates will always be 000000 and 999999. N = Deceased Z = ADT or ADSW of more than 29 days <u>W = IADT paid on DJMS-RC</u> <u>O = Mobilized/TTAD paid on DJMS-RC</u> | BAQ-DATES | Dates that a soldier is entitled to start and stop receiving BAQ on a long tour. |
| PAY-STATUS-2 | Future long tour information, if any. | VHA-ZIP | The VHA zip code for long tour entitlements. |
| TVL-DAYS-1 | Travel days for current pay status. | VHA-NBR-DEP | Indicates number of dependents for VHA entitlements. |
| TVL-DAYS-2 | Travel days for future pay status. | VHA-DAILY-RATE | The VHA daily entitlement rate. |
| BAQ-STAT | Current and first prior BAQ status Codes used: 0 = No dependents, partial BAQ (rebate) 1 = With dependents, full BAQ 2 = Occupying government quarters with dependents, no BAQ | VHA-DATES | Start and stop dates of VHA entitlement. |
| DT/DOB | Dependent type and date of birth for BAQ (if applicable). Codes used: 0 = None A = Spouse C = Child in soldier's custody, stepchild, adopted child, illegitimate child D = Parent (includes in-loco-parentis) I = Soldier married to soldier, own right S = Student child 21 yrs, but less than 23 yrs old T = Handicapped child W = Soldier married to soldier, dependent child | BAS-TYPE | BAS type for long tour. Codes used: N = None B = Separate rations H = Rations in kind not available K = Rations under emergency |
| BAQ-DEP-CERT-DATE | BAQ Dependent Certification Date. <u>Not currently in use.</u> | BAS-DATES | Start and stop dates of BAS for long tour indicating the quarter of the day. Codes used for quarter of the day: 0 = No BAS 1 = Start 4 = Stop |
| BAQ-STAT-DT | Effective date of current BAQ status | FDP-DATES | Start and stop dates of FDP for long tour |
| | | FSA-II-DATES | Start and stop dates of FSA for long tour |
| | | HFP-CC/DATES | The country code and the start and stop dates of HFP for long tour. |
| | | HFP-MO-EX | Number of months for HFP. |
| | | IP-TYPE/DATES | Incentive pay type with start and stop dates for entitlement. Codes used: A = ACIP officer or enlisted crew member for HDIP B = Officer or enlisted noncrew member for HDIP C = Parachute duty D = Demolition duty N = No entitlement |

Figure G-2. (continued) MMPA Reader's Guide - Section 2. "Entitlement Data"

MMPA Reader's Guide**Section 2 - "ENTITLEMENT DATA" (continued)**

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|-------------------------|---|-------------------------|---|
| OSD-ASD | Officer Service Date (OSD), effective date an officer is commissioned. Aviation Service Date (ASD), effective date an officer is qualified to perform flying duties. | P/MSD | The profession code and medical service date which is only used if mobilized for more than one year. |
| MDVO | Medical, Dental, Veterinary, and Optometry (MDVO) pay entitlement and the effective date. Codes used: A = Veterinarian or Optometrist B = Less than 2 years Active Dental service C = Over 2 years, but less than 6 years Active Dental service D = Over 6 years, but less than 10 years Active Dental service E = Over 10 years Dental service or over 2 years Medical service N = No entitlement | UA-TYPE | The type Uniform allowance last paid. Codes used: K = Initial uniform allowance L = Additional uniform allowance |
| | | UA-PAY-DT | Effective date of last uniform allowance paid. |

Figure G-2. (continued) MMPA Reader's Guide - Section 2. "Entitlement Data"

UH022-2405 HISTORY REPORT

SECTION 3 "DIRECT DEPOSIT MOBILIZATION"

***** DIRECT DEPOSIT-MOB-DATA *****

AD-CODE-DATES Y-930212-930831
 AD-MAR-STAT S AD-FITW-EXEMPT 01
 DIRECT-DEPOSIT-STAT-CODE C
 DIRECT-DEP-EFF-DATE 950215
 CO-CODE 707271 PYMT-OPT-TYPE C S
 ACCT-POLICY-NBR 0021122211553
 DIR-DEP-WAV-DT 0
 LV-CUM-DA-PD-DES-STM 0.00
 LES-INDICATOR 0

| | |
|--------------|------------|
| APC1 | APC2 |
| ORD-NBR-1 | ORD-NBR-2 |
| SGLI-CURRENT | K 0 950401 |
| SGLI-PRIOR | 0 0 000000 |
| SSLI-CURRENT | 0000 00.00 |
| SSLI-PRIOR | 0000 00.00 |
| DEBT-ON-FILE | 0 |

[#]***** ADDRESS DATA *****ADRS-2ADRS-3 123 NO NAME LANEADRS-4 ANYTOWN, IL 54112-5584ADRS-5ADRS-EFF-DT 950114

Figure G-3. MMPA Reader's Guide - Section 3. "Direct Deposit Mobilization"

MMPA Reader's Guide
Section 3 "DIRECT DEPOSIT AND MOBILIZATION"
(continued)

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|---------------------------------|--|-----------------------------|---|
| [#]AD-CODE-DATES | Active Duty code and start and stop dates. AD Code will precede dates. Codes used: K = Soldier paid by DJMS-AC, (e.g., AGR/TTAD) S = A mobilized soldier paid by DJMS-AC Y = Soldier performing IADT and paid by DJMS-AC (Not presorted USAR) | LES-INDICATOR | Number of Leave and Earnings Statements (LES) issued during processing month. |
| AD-MAR-STAT | Marital status, if mobilized. | APC1 | Accounting Processing Code (APC) of first long tour of active duty (AD). |
| AD-FITW-EXEMPT | Number of exemptions if mobilized. All will default to S1. Soldier must change to other option when/if mobilized. | APC2 | APC of future long tour of AD. |
| DIRECT-DEPOSIT-STAT-CODE | Condition when direct deposit is elected. Codes used: C = Funds are sent to a financial organization currently and while mobilized M = Funds are sent to a financial organization only when mobilized | ORD-NBR-1 | Order number of first long tour of AD. |
| DIRECT-DEP-EFF-DATE | Date that current direct deposit account is effective. | ORD-NBR-2 | Order number of future long tour of AD. |
| CO-CODE | Financial organization company code. | SGLI-CURRENT | First code is current SGLI election second code is N/A. Coverage codes used: 0 = None 1 = \$10,000 B = \$110,000 2 = \$20,000 C = \$120,000 3 = \$30,000 D = \$130,000 4 = \$40,000 E = \$140,000 5 = \$50,000 F = \$150,000 6 = \$60,000 G = \$160,000 7 = \$70,000 H = \$170,000 8 = \$80,000 I = \$180,000 9 = \$90,000 J = \$190,000 A = \$100,000 K = \$200,000 |
| PYMT-OPT-TYPE | Frequency of deposit followed by type of account. Frequency codes used: C = Twice monthly, only option for Army. Type codes used: C = Checking account S = Savings account | SGLI-PRIOR | The prior SGLI election information. |
| ACCT-POLICY-NBR | Soldier's current checking or savings account number. | SSLI-CURRENT | First code is the year and month of current NGLI election. Second code is the monthly deduction amount. (ARNG only) |
| DIR-DEP-WAV-DT | The ending date of direct deposit waiver. | SSLI-PRIOR | The prior NGLI election information. (ARNG only) |
| LV-CUM-DA-PD-DES-STM | Cumulative leave days paid during Desert Storm only. Does not include the 60 days per career | DEBT-ON-FILE | Indicates whether a debt is posted to a soldier's account. Codes are: 0 = No debt 1 = One or more debts on file |
| | | [#]ADDRESS | <u>1 = Name</u> <u>2 = Care of</u> <u>3 = Street address</u> <u>4 = City, State & Zip Code</u> <u>5 = Country name(Foreign Address Only)</u> |
| | | [#]ADDRESS EFF DATE: | <u>Indicates the effective date of address change.</u> |

Figure G-3. (continued) MMPA Reader's Guide - Section 3. "Direct Deposit Mobilization"

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SECTION 4 "DEDUCTIONS"

***** DEDUCTIONS *****

| | |
|-------------------------|---------------|
| FITW-W2-STATE | 17 |
| FITW-EXEMPT-OPT | 00-00 |
| FITW-MAR-STATUS | S |
| FITW-WAGE-YTD | 425.86 |
| FITW-DED-YTD | 51.45 |
| FICA-WAG-YTD | 425.86 |
| FICA-DED-YTD | 32.51 |
| IDT-FICA-WAGE | 404.45 |
| MEDICARE-WAG-YTD | 0.00 |
| MEDICARE-DED-YTD | 0.00 |

W4-DATE 930510

| | |
|--------------------------|-----------------|
| ST-EFF-DT-CURR | 930510 |
| ST-WAGE-CURR-YTD | 425.86 |
| SITW-DED-CURR-YTD | 0.00 |
| ST-IAD-CURR-YTD | 425.86 |
| ST-1PR/EFF-DATE | 0 000000 |
| ST-WAG-1PR-YTD | 0.00 |
| SITW-DED-1PR-YTD | 0.00 |
| ST-IAD-1PR-YTD | 0.00 |
| ST-2PR/EFF-DATE | 0 000000 |
| ST-WAG-2PR-YTD | 0.00 |
| SITW-DED-2PR-YTD | 0.00 |
| ST-IAD-2PR-YTD | 0.00 |

Figure G-4. MMPA Reader's Guide - Section 4. "Deductions"

MMPA)Reader's Guide
Section 4 "DEDUCTIONS" (continued)

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|-------------------------|---|--------------------------|---|
| FITW-W2-STATE | Soldier's state code of FITW withholding (see app E). | ST-EFF-DT-CURR | Effective date of current state. |
| FITW-EXEMPT-OPT | First code is the number of exemptions for FITW. Second code is the number of additional withholding options. | ST-WAGE-CURR-YTD | The current state wages year-to-date. |
| FITW-MAR-STATUS | Marital status for tax purposes. Codes used: S = Single M = Married | SITW-DED-CURR-YTD | Current state deductions year-to-date. |
| FITW-WAGE-YTD | The amount of FITW taxable wages paid year-to-date. | ST-IAD-CURR-YTD | Current state wages year-to-date for inactive duty. |
| FITW-DED-YTD | The amount of FITW deducted year-to-date. | ST-1PR/EFF-DATE | First prior state and effective date. |
| FICA-WAG-YTD | FICA wages year-to-date. | ST-WAG-1PR-YTD | First prior state wages year-to-date. |
| FICA-DED-YTD | The amount of FICA taxes deducted for year-to-date. | SITW-DED-1PR-YTD | First prior state deductions year-to-date. |
| IDT-FICA-WAGE | FICA Wages year-to-date for Inactive Duty for Training. | ST-IAD-1PR-YTD | First prior state wages year-to-inactive duty only. |
| MEDICARE-WAG-YTD | Medicare wages year-to-date. | ST-2PR/EFF-DATE | Second prior state and effective date. |
| MEDICARE-DED-YTD | Medicare deductions year-to-date. | ST-WAG-2PR-YTD | Second prior state wages year-to-date. |
| W4-DATE | Processing date of current FITW election. | SITW-DED-2PR-YTD | The second prior state deductions year-to-date. |
| | | ST-IAD-2PR-YTD | Second prior state wages year-to-date for inactive duty only. |

Figure G-4. (continued) MMPA Reader's Guide - Section 4. "Deductions"

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SECTION 5 "PAY HISTORY"

T5-CFY 0 T5-PFY 0

***** PAY HISTORY *****FI-IND X PS-TYPE 0 LV-PAID 11.0 RAPS-DAY-CTR 002 *CY-ADT-DAY
 CURR-FY : UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00 DA-PD 012 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *CURR 000
 1ST-PR-FY: UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00 DA-PD 051 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *1ST-PR 000
 2ND-PR-FY: UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00 DA-PD 000 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *2ND-PR 000

BLOW-UP FOR TRAINING PURPOSES

***** PAY HISTORY *****
 CURR-FY : UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00
 1ST-PR-FY: UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00
 2ND-PR-FY: UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00

FI-IND X PS-TYPE 0 LV-PAID 11.0 RAPS-DAY-CTR 002 *CY-ADT-DAY
 DA-PD 012 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *CURR 000
 DA-PD 051 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *1ST-PR 000
 DA-PD 000 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *2ND-PR 000

Figure G-5. MMPA Reader's Guide - Section 5. "Pay History"

MMPA Reader's Guide
Section 5 "PAY HISTORY" (continued)

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|---------------------|--|------------------|--|
| FI-IND | Records leave history. Codes used: Blank = Leave information is needed; all requests for payment of accrued leave will reject. X = Allows system to pay accrued leave days reflected on the report. | UTA-QTRS | Not used by Army, always zeroes. |
| PS-TYPE | Prior Service Leave Type. Not Applicable. | AFTP-QTRS | Not used by Army, always zeroes. |
| LV-PAID | Total number of accrued leave days paid since 10 Feb 76. Shows whole and half days (e.g. 17 1/2 = 17.5). | DA-PD | Counter for total number of duty days (IDT and ADT) paid for the current, first and second prior fiscal years. |
| RAPS-DAY-CTR | Monthly accumulation of days/drills paid to Reserve soldiers and reported to the Retirement Annuitant Pay System (RAPS). | LV-TK | Counter of leave days taken in the current, first and second prior fiscal years. |
| CY-ADT-DY | Not used at this time. | LV-ACCD | Number of leave days accrued in the current, first and second prior fiscal years. |
| UTA-AUTH | Not used by Army, always zeroes. | WAIVER | The first code indicates the type of waiver for the current, first and second prior fiscal years. Waiver type codes used: 0 = No waiver 1 = Waive Reserve Pay 2 = Waive Retired Pay 3 = Waive VA Compensation The second code shows the number of days waived for the current, first and second fiscal years. The third code shows the number of days paid for the current, first and second prior fiscal years. |

Figure G-5. (continued) MMPA Reader's Guide - Section 5. "Pay History"

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SECTION 6 "CALENDAR DATA"

| MON | YR | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | UTA | SGL | SSL |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|
| JAN | 95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |
| FEB | 95 | | | | 22 | 22 | | | | | | | | | | | | | | | | | | | | | | | | 99 | | 00 | 0 | 0 | |
| MAR | 95 | | | | 22 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |
| APR | 95 | 22 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | 99 | | 00 | 1 | 0 |
| MAY | 94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |
| JUN | 94 | | | | 22 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | 99 | | 00 | 0 | 0 |
| JUL | 94 | | | | | | | | 22 | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |
| AUG | 94 | | | | | | 22 | 22 | | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |
| SEP | 94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 99 | | 00 | 0 | 0 | |
| OCT | 94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |
| NOV | 94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 99 | | 00 | 0 | 0 |
| DEC | 94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 00 | 0 | 0 | |

Figure G-6. MMPA Reader's Guide - Section 6. "Calendar Data"

MMPA Reader's Guide

Section 6 "CALENDAR DATA" (continued)

Description

The calendar consists of 12 months (current and 11 previous months). To the left of the page is each month. At the top is 1-31 days. There are two codes reflected under the applicable day(s) representing drill type(s) (see below) for the entire day or portion of day the soldier drills (AM and/or PM). Because the soldier can perform one or two drills on a day, zero (0) will fill space where no activity occurs for a portion of a day (i.e., morning AANT = D0 or afternoon AANT = 0D). These codes post to the calendar whenever payments are made and codes also delete when collections occur. The codes used in the calendar are:

| | | |
|-------|---|---|
| Blank | = | No Performance Reported |
| 2 | = | UTA (Unit Training Assembly) |
| 3 | = | AFTP (Add'l Flight Training Period) |
| A | = | ATA (Additional Training Assembly) |
| B | = | UTA and JUMP proficiency (ARNG only) |
| C | = | AAUTA (Add'l Airborne Unit Tng Assemblies) |
| D | = | AANT (Add'l Assemblies for Nuclear Tng) or ATA for Nuclear Readiness Proficiency |
| E | = | RMA (Readiness Management Assemblies) (ARNG only) |
| F | = | ATA - Individual Use/Other (ARNG only) |
| H | = | RMA or RMA-Management Support |
| K | = | ET (Equivalent Training) |
| 10 | = | Incapacitation Pay |
| 50 | = | Active Duty pay for the day |
| 60 | = | The 31st day of a 31-day month and soldier on active duty tour which crosses the end of a month |
| 99 | = | Nonexistent Day |

Example of calendar entries are:

| | | |
|---|---|----|
| UTA first period of the day, ET second period | = | 2K |
| AANT first period, no performance second period | = | D0 |
| No performance first period, RMA second period | = | 0H |
| Active Duty performance | = | 50 |

(NOTE: The calendar always shows January through December in the same order. As an example, you are in May 1993 processing month. The calendar would show January through May 1993 and June through December 1992.)

To the right of the calendar are three columns which are:

| <u>Data Item</u> | <u>Description</u> |
|------------------|--|
| UTA | Nothing will post in this column |
| SGLI | Servicemen's Group Life Insurance (SGLI) deduction indicator. Codes used: 0 = No SGLI in effect 1 = Deduction was collected (NOTE: If SGLI was not collected for the month and a 1 is posted for the next month, SGLI for the past and prior months should have been collected.) |
| SSLI | ARNG only |

Figure G-6. (continued) MMPA Reader's Guide - Section 6. "Calendar Data"

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SECTION 7 "DRILL MASTER DATA"
(PAGE 2)

| | | | | | | | | | | | |
|----------------|----|----|----|----|----|----|----|----|----|----|----|
| | 11 | 21 | 31 | 41 | 42 | 51 | 61 | 71 | 81 | 82 | 91 |
| AUTHORIZED CFY | 48 | 04 | 48 | 12 | 00 | 06 | 04 | 00 | 00 | 00 | 24 |
| PERFORMED CFY | 12 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 |

Figure G-7. MMPA Reader's Guide - Section 7. "Drill Master Data" (Page 2)

MMPA Reader's Guide**Section 7 "DRILL MASTER DATA" (Page 2)**
(continued)

This section provides the authorized limits for the current fiscal year for each drill type and shows the number performed for the current fiscal year.

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|-------------------------|---|-------------------------|--|
| AUTHORIZED CFY | Maximum number of drills allowed during current fiscal year. | DRILL 41 | Additional Training Assembly (ATA) for USAR. UTA in addition to regularly scheduled drills for ARNG. |
| PERFORMED CFY | Number of drills completed during current fiscal year. | DRILL 42 | UTA (Jump Proficiency) (ARNG). |
| DRILL 11 | Unit Training Assemblies (UTA), Multiple Unit Training Assemblies (MUTA), Rescheduled Training (RST). | DRILL 51 | Additional Airborne Unit Training Assembly (AAUTA). |
| DRILL 21 | Equivalent Training (ET). | DRILL 61 | Additional Assembly Nuclear Training (AANT). |
| DRILL 31 | Additional Flight Training Periods (AFTP). | DRILL 71 | RMA-Training Preparation (ARNG). |
| | | DRILL 81 | ATA-Individual Use/Other (ARNG). |
| | | DRILL 82 | MCOFT (ARNG). |
| | | DRILL 91 | RMA-Management Support for ARNG. RMA for USAR. |

Figure G-7. (continued) MMPA Reader's Guide - Section 7. "Drill Master Data" (Page 2)

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SECTION 8 "PROCESSED TRANSACTIONS"
(PAGE 2)

*** JSS/RC PROCESSED TRANSACTIONS ***

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|---|---|---|---|-------------------------|--------|---|
| 1234567890123456789012345678901234567890123456789012345678901234567890 | | | | | | | |
| A123456789DOE J9510401204011040220402 | | | | | N11RE11U1SK5T10ANB11092 | | |
| A123456789DOE J33 | | | | | 940807U1SK5T10 | 113096 | |
| A123456789DOE J9504 | | | | | U1SK5T10 | A27110 | |

Figure G-8. MMPA Reader's Guide - Section 8. "Processed Transactions" (Page 2)

MMPA Reader's Guide
Section 8 "PROCESSED TRANSACTIONS"
(Page 2) (continued)

This section contains an 80-character image of all accepted transactions processed on the soldier's account for the current and 2 previous months. Below is an example of how some of the information is laid out. IDT will differ from AT/ADT/ADSW. The transaction illustrated below is IDT (ADARS).

| <u>Card</u> <u>Column</u> | <u>Data Item</u> | <u>Description</u> |
|------------------------------|------------------|---|
| 1 | CARD-ID | 1 position - Always the letter A. |
| 2-10 | SSAN | Social Security Account Number. |
| 11-15 | NAME-ID | The first five characters of soldier's last name. |
| 16-17 | CY | Calendar Year the drill(s) was performed. |
| 18 | AM/PM | Training period of day (1=AM, 2=PM). |
| 19-22 | MMDD | Month and Day drill was performed. |
| 23 | AM/PM | Training period of day (1=AM, 2=PM). |
| 24-27 | MMDD | Month and Day drill was performed. |
| 28-57 | DATA | Repeat of similar transactions on ADARS. |
| 58 | N | "N" represents USAR drill data. |
| 59-60 | TYPE | Two digit drill type code; i.e. 31=AFTP. |
| 61-64 | ALP/NUM | APC. |
| 65-72 | PAS | This is the Site ID and Unit UIC. |
| 73 | ALPHA | "A" is TPU/IRR (other than IMA) soldier. |
| 74 | ALPHA | "N" is USAR. |
| 75-77 | TIN | Transaction Identification Number (TIN). |
| 78-80 | NUMERIC | Julian Date when unit processed data. |

Below is an example of the lay out for either an AT, ADT or ADSW transaction. Active Duty transactions will differ from IDT. The transaction illustrated below is for an individual soldier's AT pay transaction (it requires two lines of data to reference each period of duty).

| <u>Card</u> <u>Column</u> | <u>Data Item</u> | <u>Description</u> |
|------------------------------|------------------|--|
| 1 | CARD-ID | 1 position - Always the letter A (both lines). |
| 2-10 | SSAN | Social Security Account Number (both lines). |
| 11-15 | NAME-ID | The first five characters of soldier's last name (both lines). |
| 16-21 | YYMMDD | First day of duty, could be a travel day, (first line). |
| 16 | NUMERIC | Number 1 (second line). |
| 17-22 | YYMMDD | First duty day, could be a travel day, (second line). |
| 22-27 | YYMMDD | Last duty day (first line). |
| 28-55 | MISC | Miscellaneous Accounting data (first line). |
| 29-55 | MISC | Miscellaneous Accounting data (second line). |
| 56-61 | ORD NO | Order number (both lines). |
| 62-64 | Blank | Space blank (both lines). |
| 65-72 | PAS | Site ID and UIC (both lines). |
| 73-74 | BLANK | Space blank (both lines). |
| 75-77 | TIN | Transaction Identification Number (both lines). |
| 78-80 | NUMERIC | Julian date (both lines). |

Figure G-8. (continued) MMPA Reader's Guide - Section 8. "Processed Transactions" (Page 2)

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SECTION 9 "PAYMENT RECORD DATA"

| SSAN | NAME | PAS | GROSS | ENTITLEMENT-AMT1 | ENTITLEMENT-AMT6 | ENTITLEMENT-AMT11 | DEDUCTION-AMT1 | DEDUCTION-AMT6 | | | | | | |
|---|--------|----------|--------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|----------------|----------------|
| ST/PGMA | PAYDT | GR | MS | EX | CK-D | NET | ENTITLEMENT-AMT2 | ENTITLEMENT-AMT7 | ENTITLEMENT-AMT12 | DEDUCTION-AMT2 | DEDUCTION-AMT7 | | | |
| SITW | -ST | VO | U-N0 | CK | -DATE | CK | N0 | CO | CD | ENTITLEMENT-AMT3 | ENTITLEMENT-AMT8 | ENTITLEMENT-AMT13 | DEDUCTION-AMT3 | DEDUCTION-AMT8 |
| STREET ADDRESS | | | | | | ENTITLEMENT-AMT4 | ENTITLEMENT-AMT9 | ENTITLEMENT-AMT14 | DEDUCTION-AMT4 | DEDUCTION-AMT9 | | | | |
| CITY | | STATE | | ZIP | | ENTITLEMENT-AMT5 | ENTITLEMENT-AMT10 | ENTITLEMENT-AMT15 | DEDUCTION-AMT5 | DEBT | LV | DAYS | | |
| TYPE DUTY - APC DATES OF PERFORMANCE | | | | | | | | | | | | | | |
| 123456789 | DOE J | U1S5KT10 | 42.82 | UTA-BP | 42.82 | | | | | | | | | |
| AN | 920417 | E03 | S 00 3 | 27.62 | | | | | | | | | | |
| 17 | R00053 | 950414 | 707271 | | | | | | | | | | | |
| 1234 NO NAME LANE | | | | | | | | | | | | | | |
| ANYTOWN IL60505-4326 | | | | | | | | | | | | | | |
| 123456789 | DOE J | U1S5KT10 | 127.68 | UTA-BP | 127.68 | | | | | | | | | |
| AN | 920417 | E02 | S 00 3 | 104.76 | | | | | | | | | | |
| 17 | R00052 | 950412 | 707271 | | | | | | | | | | | |
| 1234 NO NAME LANE | | | | | | | | | | | | | | |
| ANYTOWN IL60505-4326 | | | | | | | | | | | | | | |
| UTA- 11RE11 950401-1 950401-2 950402-1 950402-2 | | | | | | | | | | | | | | |

Figure G-9. MMPA Reader's Guide - Section 9. "Payment Record Data"

MMPA Reader's Guide
Section 9 "PAYMENT RECORD DATA"
(continued)

This section contains information for each payment made to the soldier's account for the current month. An individual record is created and displayed for each payment. The top six lines are the header fields and the corresponding information is displayed directly below. Each field for the payment record is defined below.

| <u>Data Item</u> | <u>Description</u> | <u>Data Item</u> | <u>Description</u> |
|-------------------------|--|--|---|
| SSAN | Social Security Account Number. | CK-D | Payment disposition. Codes used: 1 = Check to MMPA address 3 = Payment thru direct deposit (EFT) |
| NAME | The first five letters of a soldier's last name. | NET | The net payment amount. |
| PAS | The Personnel Accounting Symbol (PAS) that represents the Pay Support Office (Site-ID) and the unit identification code (UIC). | FITW-ST | Soldier's FITW state. |
| GROSS | The gross amount of payment. | VOU-NO | The payment voucher number. |
| ST-PGMA | ARNG uses a state code. Reserve has pay group and mobilization augmentee code. Codes used for Pay Group: A = 48 periods of Inactive Duty Training + 15 days of annual Active Duty Training B = 24 periods of Inactive Duty Training + 15 days of annual Active Duty Training Mobilization augmentee codes used: A = TPU and IRR other than IMA B = IMA N = USAR | CK-DATE | Effective date of payment. |
| PAY-DT | The pay entry basic date (PEBD). | CK NO/CO CD | If payment was made by check, a pseudo number appears for check number. If payment was made by direct deposit the company code appears. The MMPA mailing address will always appear regardless of payment option. |
| GR | Soldier's pay grade. | STREET ADDRESS | Street mailing address. |
| MS | Soldier's marital status. Codes used: S = Single M = Married | CITY | City of soldier's MMPA mailing address. |
| EX | FITW exemptions | STATE | State of soldier's MMPA mailing address. |
| | | ZIP | Zip code of soldier's MMPA mailing address. |
| | | TYPE DUTY - APC DATES OF PERFORMANCE | These lines show the type of duty (e.g. AD, UTA, ET), APCs and dates performed to include training period (1 = AM, 2 = PM). |
| | | ENTITLEMENT-AMT1 THRU ENTITLEMENT-AMT15 | These fields give entitlement types and amounts paid. |
| | | DEDUCTION-AMT1 THRU DEDUCTION-AMT9 | These fields give the deduction types and deduction amounts. |
| | | DEBT | This field will show any debt payment made for the period. |
| | | LEAVE DAYS | Number of leave days paid for the period. |

Figure G-9. (continued) MMPA Reader's Guide - Section 9. "Payment Record Data"

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Appendix H

Leave and Earnings Statements

H-1. Leave and Earnings Statements (LESs) will be mailed directly to the soldier's MMPA address. The return address will be the soldier's unit address. The LESs will not be provided to the unit.

H-2. An LES will be produced when the soldier has account activity (i.e., payment and or certain administrative changes to the soldier's account). Not all administrative changes generate an LES. Generally, when a REMARK is printed on the LES as a result of a change (not establishment) of certain administrative actions, such as an address or DD/EFT change and name change, an LES is produced. For soldiers with no account activity during the processing month, an LES will not be produced on the end of month update.

H-3. Figures H-1 through H-3 show a printout and breakdown of the DJMS-RC LES. The following explains how to read and understand the LES block by block.

| | |
|-----------------------|---|
| NAME | Soldiers name (last, first, MI) |
| SOC. SEC. NO | Social Security Number |
| GRADE | The pay grade (E1-E9, O1-O8, W1-W5, and O1E-O3E) |
| PAY DATE | Pay Entry Basic Date |
| YRS SVC | Years of Service as of this LES |
| ETS | Expiration Term of Service |
| BRANCH | For Army National Guard, ARNG For Army Reserve, USAR |
| ADSN/DSSN | Will show '5570' for Army. This will change when the DFAS-IN DSSN changes |
| PERIOD COVERED | The period ending for the update which produced the LES. This is also the check date. |
| ENTITLEMENTS | This section breaks down all entitlements paid for this LES. The left side will show the type of entitlement (e.g. basic pay, incentive pay) and the right side will show the money amount. If there is an overrun of entitlements, they will continue in the first portion of the remarks section. At the bottom of this column the total entitlements will be shown |
| DEDUCTIONS | This section breaks down all deductions for this LES. The left side will show the type of deduction (e.g. SGLI, FICA TAX) and the right side will show the money amount. If there is an overrun of deductions, they will continue in the first portion of the remarks section. At the bottom of this column the total deductions will be shown. |

| | |
|------------------------|---|
| ALLOTMENTS | N/A for the Reserve Components |
| AMT FWD | N/A for the Reserve Components |
| TOT ENT | Total entitlements for this LES |
| TOT DED | Total deductions for this LES |
| TOT ALMT | N/A for the Reserve Components |
| NET AMT | The net payment for this LES |
| CR FWD | N/A for the Reserve Components |
| EOM PAY | N/A for the Reserve Components |
| LEAVE | N/A for the Reserve Components |
| FED WAGE PERIOD | Federal wages for this LES |
| FED WAGE YTD | Year to date federal wages |
| FED M/S | Federal Marital status "M" or "S" |
| FED EX | Federal exemptions |
| ADDL TAX | Additional federal tax withholding |
| FED TAX YTD | Federal tax withheld year to date |
| WAGE PERIOD | FICA wages for this LES |
| SOC WAGE YTD | Year to date FICA wages |
| SOC TAX YTD | FICA tax withheld year to date |
| MED WAGE YTD | Medicare Wages year to date |
| MED TAX YTD | Medicare withheld year to date |
| STATE CODE | State taxing authority code |
| ST WAGE PERIOD | State wages for this LES |
| STATE WAGE YTD | Year to date state wages |
| STATE MS | State marital status "M" or "S" |
| STATE EXEM | always the same as federal marital status State exemptions - always the same as federal exemptions |
| ST TAX ADD'L | N/A for the Reserve Components |
| ST TAX YTD | State tax withheld year to date |
| BAQ TYPE | Type of BAQ status W/O DEP = without W/O DEP = without dependents W DEP = with dependents WDAGQT = with dependents/assigned government quarters PARTL = partial |
| PRIMARY DEP | Primary dependent type NO DEP = No dependents SPOUSE = spouse CHILD = child PARENT = parent MBRTMBR = member married to member, own right DEPCHLD = member married to member, dependent child |
| VHA ZIP | VHA Zipcode |
| RENT AMT | N/A for Reserve Components |
| SHARE | N/A for Reserve Components |
| STAT | N/A for Reserve Components |
| JFTR | Joint Federal Travel Regulation Location |
| DEPNS | N/A for Reserve Components |
| 2D JFTR | N/A for Reserve Components |
| BAS TYPE | The BAS Type SEP RT = separate rations RIKNA = rations not available RUEMK = emergency rations NOT AP = not applicable |
| CHARITY YTD | N/A for Reserve Components |
| TPC | The Pay Group |
| PACIDN | N/A for Reserve Components |

REMARKS - The following are the remarks that may be displayed on the LES:

- ***For soldiers with direct deposit pay option:***
(Displays each LES)

YOUR CHECK WAS SENT TO:
(bank name)(routing indicator)
(city) (st) (zip) AMOUNT:
ACCOUNT NUMBER: ACCOUNT TYPE: (checking/saving)

(e.g. YOUR CHECK WAS SENT TO)
INDIANA BANK 098765432
Indianapolis, IN 46249-0008
\$5330.56 223344 (SAVINGS)

- ***For soldiers with checks to mailing address:***
(Displays each LES)

CHECK AMOUNT (amount) TO: (street address)
(city) (state) (zip)

(e.g. CHECK AMOUNT: \$97.50
TO: 1111 MAIN STREET
INDIANAPOLIS IN 46150-0000)

- ***Entitlements (when there are more than A thru L in entitlement portion of the top of LES):***
(Displays as required)

ENTITLEMENTS: (entitlement type) (amount)
(e.g. ENTITLEMENTS: FLPP - LEVEL 1 \$ 75.00)

- ***Deductions (when there are more than A thru L in deduction portion of the top of LES):***
(Displays as required)

DEDUCTIONS: (deduction type) (amount)
(e.g. DEDUCTIONS: SGLI \$ 4.00)

- ***Unpaid debts on inventory:***
(Displays when debts are on file)

CODE DESCRIPTION (type of debt) DEBT BAL (balance of debt)
(debt start date)(debt stop date)
(e.g. ACT DUTY DEBT BAL \$ 100.00
10 JAN 92 10 JAN 92)

*A separate remark for each debt on file

- ***The total debt balance:***
(Displays when debts are on file)

UNPAID DEBT BALANCE *TOTAL*: (amount)
(e.g. UNPAID DEBT BALANCE *TOTAL*: \$ 100.00)

- ***The year to date gross earnings:***
(Displays each LES)

YTD GROSS EARNINGS: (earnings)
(e.g. YTD GROSS EARNINGS: \$ 540.00)

- ***The year to date total deductions:***
(Displays each LES)

YTD TOTAL DEDUCTIONS: (deductions)
(e.g. YTD TOTAL DEDUCTIONS: \$ 75.00)

- ***Detail of entitlements and amounts:***
(Displays for each type of entitlement paid this LES)

ENTITL DESC: (the entitlement type) (amount)
(e.g. ENTITL DESC: SPECIAL PAY HOSTILE FIRE \$ 60.00)

- ***Total fiscal year to date performance:***
(Displays each LES)

TOTAL PERFORMANCE FY (fy): UTA (#) AFTP (#) ET (#)
(e.g. TOTAL PERFORMANCE FY 92: UTA 6 AFTP 4 ET 2)

- ***Anniversary bonus due:***
(Displays when applicable)

ANNIVERSARY BONUS DUE: (date)
(e.g. ANNIVERSARY BONUS DUE 01 FEB 92)

- ***Cancel bonus suspension:***
(Displays when applicable)

BONUS SUSPENSION CANCELLED (date)
(e.g. BONUS SUSPENSION CANCELLED 01 JAN 92)

- ***Bonus is stopped:***
(Displays when applicable)

BONUS STOP: (reason) (date)
(e.g. BONUS STOP: UNSAT PARTICIPATION 10 JAN 92)

- **Bonus is recouped:**
(Displays when applicable)

BONUS RECOUPMENT DUE: (date) AMOUNT: (amount)
(e.g. BONUS RECOUPMENT DUE: 03 MAR 92 AMOUNT: \$1000.00)

- **Bonus is suspended:**
(Displays when applicable)

BONUS SUSPENDED: (date)
(e.g. BONUS SUSPENDED 05 APR 92)

- **Promotion:**
(Displays when applicable)

PROMOTED: (date) GRADE: (new grade)
(e.g. PROMOTED: 10 FEB 92 GRADE: E7)

- **Demotion:**
(Displays when applicable)

DEMOTED: (date) GRADE: (new grade)
(e.g. DEMOTED: 01 JAN 92 GRADE: E2)

- **Forfeiture/Fine Unpaid Balance:**
(Displays when applicable)

FORFEITURE/FINE UNPAID BALANCE TOTAL: (amount)
(e.g. FORFEITURE/FINE UNPAID BALANCE TOTAL: \$ 175.00)

- **Drill performance:**
(Displays for each type drill paid when applicable)

(Drill type):(date) (period) (date) (period)
(e.g. UNIT TRAINING ASSEMBLY: 02 FEB 92 1 02 FEB 92 2)

Drill Types:

Unit Training Assembly
Equivalent Training
Additional Training Assembly
Additional Flight Training Period
Jr Ldr Civ Dist Tr/Addtl Airborne UTA
Addtl Assembly for Nuclear Training
Readiness Management Assembly
Staff Suppl Training
Training Preparation
Other Suppl IDT Training
Training Preparation
Other Suppl IDT Tng
JUMP Proficiency Tng
Mobil Conduct Fire Tng

- **Active Duty Performance**
(Displays for each tour of active duty paid when applicable)

ACTIVE DUTY (AD) FOR TRAINING: (date) TO (date)
(e.g. ACTIVE DUTY (AD) FOR TRAINING 02 MAR 92 TO 02 MAR 92)

- **State of Legal Residence Verification**
(Displays on each LES)

PLEASE VERIFY YOUR STATE OF LEGAL RESIDENCE FOR STATE INCOME TAX PURPOSE. CONTACT YOUR PAYROLL OFFICE TO FILE A NEW DD FORM 2058 TO CHANGE/ESTABLISH CORRECT STATE IMMEDIATELY. YOUR CURRENT STATE CLAIMED IS (state)

- **Adjustment remarks:**
(Displays for each entitlement adjustment made this LES)

ADJUSTMENT WAS MADE TO: (entitlement)
(e.g. ADJUSTMENT WAS MADE TO: FOREIGN DUTY PAY)

- **Held Pay Status remarks:**
(Displays when soldier's account is placed in held pay status)

+ TOTAL NET PAY (\$ amount) RETURNED. ACCOUNT PLACED IN HPS.

-OR-

+ENTITLEMENTS PROCESSED BUT NOT PAID. MEMBER STILL IN HPS.

-OR-

+FUNDS RELEASED FROM HELD PAY STATUS
FUNDS RECEIVED FROM (YYMMDD) IN THE AMOUNT OF (\$ amount)

| ID | NAME (LAST, FIRST, MI) | SSN | GRADE | PAY DATE | YOB SVC | ETB | BRANCH | ARMED SEREN | PERIOD COVERED |
|----|------------------------|-------------|-------|----------|---------|--------|--------|-------------|----------------|
| | SIMPSON, EDWARD C | 203-88-7878 | E06 | P08B20 | 14 | 010714 | USAR | S0P0 | CNR OT E30B27 |

| ENTITLEMENTS | | | | DEDUCTIONS | | | | ALLOTMENTS | | | | SUMMARY | | | | | | | |
|----------------|--|--------|--|---------------|--|--------|--|------------|--|--------|--|-----------|--|--------|--|---------|--|--|--|
| TYPE | | AMOUNT | | TYPE | | AMOUNT | | TYPE | | AMOUNT | | | | | | | | | |
| BASIC PAY | | 648.10 | | FED INC TAX | | 75.33 | | | | | | -AMT FWD | | | | | | | |
| QUARTERS ALLOW | | 4.00 | | FICA TAX | | 93.63 | | | | | | -TOT ENT | | 533.05 | | | | | |
| | | | | MEDICARE | | 12.91 | | | | | | | | | | | | | |
| | | | | STATE INC TAX | | 10.80 | | | | | | -TOT DEO | | 100.00 | | | | | |
| | | | | SOLI | | 0.00 | | | | | | | | | | | | | |
| | | | | DEBT PAYMENT | | 0.00 | | | | | | -TOT ALMT | | | | | | | |
| TOTAL | | | | 853.63 | | | | | | | | -NET AMT | | | | 666.70 | | | |
| | | | | | | | | | | | | -CR FWD | | | | | | | |
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| BE BAL | | | | ERMO | | | | USED | | | | CR BAL | | | | ETS | | | |
| WAGE PERIOD | | | | 8/8/70 | | | | 10/8/70 | | | | 10/8/70 | | | | 10/8/70 | | | |
| BAD TYPE | | | | 8/8/70 | | | | 10/8/70 | | | | 10/8/70 | | | | 10/8/70 | | | |
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| STATE | | | | STATE | | | | STATE | | | | STATE | | | | STATE | | | |
| TAXES | | | | TAXES | | | | TAXES | | | | TAXES | | | | TAXES | | | |
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| TAXES | | | | TAXES | | | | TAXES | | | | TAXES | | | | | | | |

| | | | | |
|----------|--------------------|---------|----------------------|--------|
| REMARKS: | YTD GROSS EARNINGS | 10'3 00 | YTD TOTAL DEDUCTIONS | 289 41 |
|----------|--------------------|---------|----------------------|--------|

YOUR CHECK WAS SENT TO: 3RD MTL BANK
CAMBRIDGE OH 44703-1211 AMOUNT: \$866.79 DS1540886

ACCOUNT NUMBER: #308088880 *COUNTRY PL SAVINGS

SERVICED BY THE INSURANCE CO OF DAL 00 01 JUL 93 01 JUL 93

TOTAL PERFORMANCE FY 93: UJA 00 SFY 00 EF 00 AIA 00

JRT 00 ADIA 00 KANT 00 RMA 00 SUP'D TND 00

MCDT BE RMAN 00 ATTAT DTS

*ACTIVE DUTY LAST FOR TRAINING ON MAY 93 17 MAY 93 Z

*YOUR CURRENT STATE CLAIMED IS: CHD

PLEASE VERIFY YOUR STATE OF LEGAL RESIDENCE FOR STATE INCOME TAX PURPOSES CONTACT YOUR PAROL OFFICE TO FILE A NEW WDD FORM

#20300 TO CHANGE/ESTABLISH CORRECT STATE IMMEDIATELY

SAMPLE

Figure H-1. Sample Leave and Earnings Statement (LES)

UNIT
ADDRESS

OFFICIAL BUSINESS

SAMPLE

PRESENTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
INDIANAPOLIS, IN
PERMIT NO. 6438

U3TTAD00
Edward C. Simpson
123 Shot Gun Road
Sandusky, OH 44812

|||||

Figure H-2. Mailing information as shown on LES

ARMY/AIR FORCE LEAVE & EARNINGS STATEMENT (ACTIVE & RESERVE FORCES)

Pay Entry Basic Date: 01/01/70 Expiration Term at Service Date: 01/01/71 Check date or EFT Deposit Date: 01/01/71

Years of Service for Pay Purpose: 02 USAR or ARMC: USAR Will show '5570' for Army: YES

| ENTITLEMENTS | | DEDUCTIONS | | ALLOTMENTS | | SUMMARY | |
|----------------|---------------|---------------|--------|------------|--------|-----------|--------|
| TYPE | AMOUNT | TYPE | AMOUNT | TYPE | AMOUNT | | |
| BASIC PAY | 810.70 | FED INC TAX | 28.33 | | | *AMT FWD | |
| QUARTERS ALLOW | 4.00 | STATE INC TAX | 42.32 | | | *TOT ENT | 833.35 |
| | | RENTAL | 12.31 | | | -TOT DED | 100.96 |
| | | FED INC TAX | 10.40 | | | -TOT ALMT | |
| | | STATE INC TAX | 8.00 | | | -NET AMT | 833.70 |
| | | DEBT PAYMENT | 5.00 | | | -CR FWD | |
| | | | | | | -EOM PAY | |
| TOTAL | 863.00 | | | | | | |

Summary of action taken on this LES. Total settlements, total deductions and the net pay amount are the only fields used.

Alotments are not applicable for the Reserve Components.

Type and amount of each entitlement paid on this LES.

Type and amount of each deduction withheld on this LES.

Figure H-3. Breakdown of LES

[illegible]

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SAMPLE

| | | |
|--|--|---|
| <p>Year to Date Gross Earnings</p> <p>REMARKS: YTD GROSS EARNINGS 1013.00</p> | <p>Year to Date Total Deductions</p> <p>YTD TOTAL DEDUCTIONS 289.47</p> | <p>Payment option - either bank or mailing address information</p> <p>If any debts on file, information given here</p> <p>Year to date total performance for current fiscal year</p> <p>State of legal residence for verification</p> |
|--|--|---|

YOUR CHECK WAS SENT TO: 300 MAIL BANK
 SAVINGS ON 4870-1211 AMOUNT: \$888.79 0038400888
 ACCOUNT NUMBER: 800888888
 VERY GP LIFE INSURANCE DEBIT BAL 1.00 ACCOUNT TYPE: SAVINGS
 UNPAID DEBIT BALANCE TOTAL: 1.00 01 JUL 93 01 JUL 93
 TOTAL PERFORMANCE FY 93: USA 00 AFIP 00 E1 00 AIA 00
 JPT 00 AUSA 00 AAF 00 RMA 00 SUP 101 TNO 00
 MCOFT 00 MMAM 00 ATADI 010
 UNIT TRAINING ASSEMBLY IF MAY 88 IF MAY 88
 ACTIVE DUTY (AD) FOR TRAINING: 08 AUG 83 TO 23 AUG 83

YOUR CURRENT RATE CLAIMED IS: ONIO
 PLEASE VERIFY YOUR STATE OF LEGAL RESIDENCE FOR STATE INCOME
 TAX PURPOSES. CONTACT YOUR PAYMENT OFFICE TO FILE A NEW DD FORM
 8008 TO CHANGE/ESTABLISH CORRECT STATE INFORMATION.

SAMPLE

Active Duty Payment Information, if any

Inactive Duty Payment Information
 if any. This includes the duty
 dates and period(s) of performance
 (Period 1 is AM, Period 2 is PM)

NOTE: There are many other remarks that may appear on the
 LES, depending on account activity

Figure H-3. (continued) Breakdown of LES

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Appendix I

Unit Commander's Pay Management Report (UH022-2004) (RCS exempt, AR 335-15, para 5-2f)

Section I

General

I-1. The Unit Commander's Pay Management Report is one of the most important internal control reports produced by DJMS-RC. It is provided to each Reserve Component unit commander monthly. The report is an easy-to-read one line rollup of each soldier's pay data for the current month and the entire fiscal year. It also provides assistance to unit commanders and others in identifying which soldiers:

- Have an active account established on DJMS-RC;
- Are due a bonus anniversary payment this month or next month;
- Are past due any bonus anniversary payments; or
- Have not been paid for any type duty within the past 3 months.

I-2. All unit commanders will conduct a monthly review of the Unit Commander's Pay Management Report and compare pay data with the unit training and attendance reports. This review must be accomplished immediately upon receipt of the Unit Commander's Pay Management Report. It is important that the reconciling also be with the SIDPERS data base to ensure both organizations have the same up-to-date soldier information. In addition, the unit commanders are responsible for reconciling:

- Discrepancies when the name appears on one report and not the other;
- why a pay account is not dropped after a soldier is separated or transferred to a control group;
- why a pay account is not transferred on DJMS-RC when the soldier transfers to another unit;

- Why a pay account is not dropped when a soldier joins an Active Component or another branch of the Armed Forces Reserves or Guard (except Army National Guard);
- Why a pay account is not flagged with an "Active Duty Status Code of Y" when on IADT or "K" when on AGR.

(NOTE: Annotations should be made on each line of the report as to action taken or to be taken to resolve discrepancies. The commander should ensure that appropriate corrective action is forwarded to the RCPSO to be entered into the soldier's MMPA. The report will be filed in accordance with MARKS (reference para 4-5 of this pamphlet).)

I-3. Section II below explains the report by section.

Section II

Unit Commander's Pay Management Report Description

I-4. - Section 1. Status Data

a. This section identifies administrative data for each soldier in the unit. The **NAME**, **SSN** (Social Security Number), **GR** (Grade), **PG** (Pay Group), **AD-CODE** (Active Duty code), **PS** (Pay Status), **NPS** (Non-Prior Service indicator), **DOG** (Date of Gain), **PEBD** (Pay Entry Basic Date), **BAQ** Status/Effective Date (Basic Allowance for Quarters indicator/Effective Date of BAQ), **MS** (Marital Status), **WE** (Withholding Exemptions), **AW** (Additional Withholding), **ST** (State Tax code), **INC PAY** (Incentive Pays), **WS** (Waiver Status), **SGLI** (Servicemen's Group Life Insurance), and **SUREPAY** (SURE-PAY Status date), **PART-GAIN-IND** (Partial Gain Indicator), will show an 'X' any time a MMPA record is partially gained, **LOSS-IND** (Loss Indicator) will show the value 'LL' when a separation is posted to an MMPA record. An example of this information is at figure I-1.

| NAME | SSN | GR | PG | CD | PS | NPS | DOG | PEBD | BAQ STAT/DATE | MS | WE | AW | ST | INC PAY | WS | SGLI | SUREPAY STAT/DATE | PART GAIN IND | LOSS IND |
|------------------------|--------------|-----|----|-----|----|-----|------------------|--------|------------------|-----|---------|----|----|---------|----|------|----------------------|---------------------|-------------|
| BALLROOM, CINDERELLA P | 111111111 | 36 | A | Y | A | | 890410 | 890410 | 1/890410 | S | 00 | 03 | 36 | JUMP | 0 | K | P | | |
| HARPO, CLARENCE M | 222222222 | 01 | A | K | A | | 910610 | 910610 | 2/911219 | M | 00 | 03 | 36 | FLYC | 1 | 5 | P | | |
| KLEEN, RAGMOP W | 333333333 | 24 | A | Z | | | 770801 | 650602 | 1/721011 | M | 01 | | 36 | | 0 | 6 | P | | LL |
| MAGIC, BURT K | 444444444 | 31 | A | | A | 6 | 930201 | 930201 | 0/ | S | 00 | | 36 | | 0 | K | | | |
| POPCORN, HENRY E | 555555555 | 38 | A | | A | | 760302 | 760302 | 1/770401 | M | 02 | | 36 | FLYN | 0 | 2 | W | | |
| READY, ANXIOUS T | 666666666 | 02Y | A | | A | | 901004 | 860430 | 1/920729 | M | 03 | | 36 | | 0 | K | P | | |
| TOMBOY, TOBY N | 777777777 | 34 | A | | A | | 890612 | 890612 | 1/890612 | S | 00 | | 36 | | 0 | K | N | | |
| WOLFPAW, ERIE | 888888888 | 39 | A | | A | 6 | 930601 | 930601 | 0/ | | | | | | | | | X | |
| UNIT PAY FILE TOTALS: | ASSIGNED | 8 | | OFF | | | 2 | WO | 1 | ENL | | | 5 | | | | | | |
| UNIT SUREPAY TOTALS: | PARTICIPANTS | | | 4 | | | NON-PARTICIPANTS | | 1 | | WAIVERS | | | 1 | | NPS | 2 | | 50.0% |

Figure I-1. Sample of Section 1 – “Status Data”

b. The information in this section is in alphabetical order regardless of grade.

c. **NAME** - Member's name listed on MMPA - Last, First, Middle initial, suffix.

d. **SSN** - Social Security Number assigned to an individual by the Social Security Administration.

e. **GR** (grade) - Rank that is established and designated as a grade by law or regulation. Rank Officers = 01 to 10, Warrant Officers = 21 to 25, Enlisted = 31 to 39.

f. **PG** (Pay Group) - Grouping of armed forces members for various entitlement/computation purposes. Pay group A = performing 48 drills per fiscal year and 12-17 days annual training. Pay Group B = performing 24 drills per fiscal year and 12-17 days annual training.

g. **AD-CD** (Active Duty Code) - Status of member performing some type of active duty. Values are:

K = Member paid by active component DJMS (e.g., AGR)

S = Member mobilized

Y = Member performing IADT

h. **PS** (Pay Status Code) - Status code of member on DJMS-RC. Values are:

A = Normal Status

N = Deceased

Q - Inactive National Guard

Z = ADT/ADSW more than 29 days

i. **NPS** (Non-Prior Service Indicator) - Indicator that shows member is awaiting Initial Active Duty for Training (IADT). Values are:

6 = Indicates member is awaiting completion of IADT

Blank = Indicates prior service member

j. **DOG** (Date of Gain) - The date member is assigned to current unit site ID and Unit ID.

k. **PEBD** (Pay Entry Basic Date) - A computed date which reflects all creditable service for pay purposes as authorized and computed in accordance with Part one, Chapter 1, DODPM.

l. **BAQ STAT/DATE** (Basic Allowance for Quarters Status Code and Effective Date) - Status codes are:

0 = No dependents

1 = With dependents

2 = With dependents assigned to Government Quarters

m. **MS** (Marital Status) - Identifies member's election of federal income tax withholding status used in computing and reporting federal income tax withholding.

n. **WE** (Withholding Election) - Number of federal income tax exemptions.

o. **AW** (Additional Withholding) - The amount of additional federal taxes per drill or day of duty withheld from the member's pay.

p. **ST** (State) - The state which the member declares for state tax purposes. Earnings will be reported to that state.

q. **INC PAY** (Incentive Pay) - This category will show any incentive that the soldier receives (FLYC - Flight Pay-crewmember, FLYN - Flight Pay Non-crewmember, JUMP - Parachute pay, and DEM - Demolition pay). Although this area has room for two incentives, only one incentive pay will show at one time.

r. **WS** (Waiver Status) - This category will either indicate the soldier is receiving prior service disability benefits from the Veterans' Administration (VA) or Army Retired Pay (RP). Values are:

0 = No waiver

1 = Waive Reserve pay

2 = Waive Retired pay

3 = Waive VA Compensation

s. **SGLI** (Servicemen's Group Life Insurance) - The SGLI category will be designated by one of the following values:

0 = No election

1 = \$ 10,000

2 = \$ 20,000

3 = \$ 30,000

4 = \$ 40,000

5 = \$ 50,000

6 = \$ 60,000

7 = \$ 70,000

8 = \$ 80,000

9 = \$ 90,000

A = \$100,000

B = \$110,000

C = \$120,000

D = \$130,000

E = \$140,000

F = \$150,000

G = \$160,000

H = \$170,000

I = \$180,000

J = \$190,000

K = \$200,000

t. **SUREPAY STAT/DATE** (SURE PAY-Status/Effective Date) - This status displays whether a member has elected SURE-PAY, has a SURE-PAY waiver or is non-prior service member. The date shows the date of SURE-PAY election. Values are:

P = Participant

N = Nonparticipant

W = Waivered

Blank = Temporarily Ineligible to participate

u. **PARTIAL GAIN INDICATOR** - An 'X' will appear in this indicator when the MMPA record contains less than three 'G's' in the GAIN Indicator.

v. **LOSS INDICATOR** - 'LL' will appear in this column when the MMPA record is in a separated status.

w. **UNIT PAY FILE TOTALS** - Will show the number of Officers (OFF), Warrant Officers (WO), Enlisted soldiers (ENL), and the total number of soldiers on DJMS-RC.

x. **UNIT SUREPAY TOTALS** - Will show the number of SURE-PAY participants, number of non-participants, number of waivers, and number of non-prior service members temporarily ineligible to participate in the SURE-PAY program. The percentage of SURE-PAY participants is derived by dividing the percentage of SURE-PAY participants by the total strength of the unit.

I-5. Section 2. Drill Authorization/Performance

a. This section identifies **DRILL AUTHORIZATION DATA** for the current year, **DRILL PERFORMANCE DATA** for the current month and total for the fiscal year. The **NAME**, **DRILLS PAID CURRENT MONTH** (BY

TYPE), 11, 21, 31, 41, 42, 51, 61, 71, 81, 82, and 91; and the **DRILLS PAID THIS FISCAL YEAR** (BY TYPE), 11, 21, 31, 41, 42, 51, 61, 71, 81, 82, and 91 are shown below in figure I-2.

| NAME | TYPE | 11 | 21 | 31 | 41 | 42 | 51 | 61 | 71 | 81 | 82 | 91 | | |
|------------------------|------|----|----|----|----|----|----|----|----|----|----|----|--|--|
| BALLROOM, CINDERELLA P | | 48 | 04 | 24 | 12 | 06 | 06 | 20 | 12 | 00 | 06 | 24 | | |
| HARPO, CLARENCE M | | 48 | 04 | 24 | 12 | 06 | 06 | 20 | 00 | 00 | 00 | 24 | | |
| KLEEN, RAGMOP W | | 48 | 04 | 24 | 12 | 06 | 06 | 20 | 06 | 00 | 00 | 24 | | |
| MAGIC, BURT K | | 36 | 04 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | | |
| POPCORN, HENRY E | | 48 | 04 | 24 | 12 | 06 | 06 | 20 | 04 | 00 | 00 | 24 | | |
| READY, ANXIOUS T | | 48 | 04 | 24 | 12 | 06 | 06 | 20 | 06 | 00 | 00 | 24 | | |
| TOMBOY, TOBY N | | 48 | 04 | 24 | 12 | 06 | 06 | 20 | 12 | 00 | 00 | 24 | | |
| WOLFP AW, ERIE | | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | | |

| PERFORMANCE DATA (IDT/AT/ADT/ADSW) CURRENT MONTH BY TYPE | | | | | | | | | | | | | | |
|--|------|----|----|----|----|----|----|----|----|----|----|----|----------------|-------|
| NAME | TYPE | 11 | 21 | 31 | 41 | 42 | 51 | 61 | 71 | 81 | 82 | 91 | AT/ADT ADSW | INCAP |
| BALLROOM, CINDERELLA P | | 4 | | | | | | | | | | 3 | | |
| HARPO, CLARENCE M | | 3 | | | | | | | | | | | 4 | |
| KLEEN, RAGMOP W | | | | | | | | | | | | | | 15 |
| MAGIC, BURT K | | 4 | | | | | | | | | | | | |
| POPCORN, HENRY E | | 4 | | | | | | | | | | | | |
| READY, ANXIOUS T | | 4 | | | | | | | | | | | | |
| TOMBOY, TOBY N | | 4 | | | | | | | | | | | | |
| WOLFP AW, ERIE | | | | | | | | | | | | | | |
| UNIT CM TOTALS: | | 23 | | | | | | | | | | 3 | 4 | 15 |

| PERFORMANCE DATA (IDT/AT/ADT/ADSW) THIS FISCAL YEAR (BY TYPE) | | | | | | | | | | | | | | |
|---|------|----|----|----|----|----|----|----|----|----|----|----|-----------------|-------|
| NAME | TYPE | 11 | 21 | 31 | 41 | 42 | 51 | 61 | 71 | 81 | 82 | 91 | AT/ADT /ADSW | INCAP |
| BALLROOM, CINDERELLA P | | 12 | | | | | | | | | 3 | | | |
| HARPO, CLARENCE M | | 11 | | | | | | | | | | 4 | | |
| KLEEN, RAGMOP W | | 06 | | | | | | | | | | | | 25 |
| MAGIC, BURT K | | 12 | | | | | | | | | | | | |
| POPCORN, HENRY E | | 10 | | | | | | | | | | | | |
| READY, ANXIOUS T | | 12 | | | | | | | | | | | | |
| TOMBOY, TOBY N | | 12 | | | | | | | | | | | | |
| WOLFP AW, ERIE | | | | | | | | | | | | | | |
| | | 75 | | | | | | | | | 3 | 4 | 10 | 25 |

Figure I-2. Sample of Section 2 – Drill Authorization/Performance

b. This section lists in alphabetical order all soldiers regardless of grade.

c. The codes are:

(1) Army National Guard

- 11 - Unit Training Assemblies (UTA)/ Multiple Unit Training Assembly (MUTA), Rescheduled Training (RST)
- 21 - Equivalent Training
- 31 - Additional Flight Training Period
- 41 - Unit Training Assembly
(in addition to Regular Schedule drill)
- 42 - Unit Training Assembly (JUMP Proficient)
- 51 - Junior Leader/Civil Disturbance
- 61 - ATA-Nuclear Weapons/Readiness Proficiency
- 71 - RMA-Training Preparation
- 81 - ATA-Individual Use/Other
- 82 - Mobile Conduct of Fire Trainers (MCOFT)
- 91 - RMA-Management/Support

(2) U.S. Army Reserve

- 11 - Unit Training Assembly (UTA)/ Multiple Unit Training Assembly (MUTA), Rescheduled Training (RST)
- 21 - Equivalent Training (ET)
- 31 - Additional Flight Training Period (AFTP)
- 41 - Additional Training Period (ATA)
- 51 - Additional Airborne Unit Training Assembly (AAUTA)
- 61 - Additional Assembly for Nuclear Training (AANT)
- 91 - Readiness Management Assembly (RMA)

d. The number of drill performances under each drill code relates to the soldier and not the unit. If the soldier transfers from another unit and performs ATAs before transferring, the **DRILLS PAID CURRENT MONTH** will be carried forward to the new unit. Likewise the **DRILLS PAID THIS FISCAL YEAR** will indicate what the soldier has performed and not necessarily what the unit has used.

e. The number of active duty days (type 50) performed by each soldier during the current month and year-to-date figures.

f. The number of incapacitation days (type 10) performed by each soldier during the month and year-to-date.

g. The **UNIT TOTALS** at the end of this section total up the number in each drill type for both the current month and for the fiscal year.

I-6. Section 3. Bonus Payment Data

a. This section identifies bonus payment data by type for each soldier in your unit. The **NAME, TYPE BONUS, STATUS DATE, DATE OF ENL, REENL OR AFFIL, TOTAL AMT PAID, PAST DUE PAYMENTS DATE DUE, and PAYMENTS DUE NEXT MONTH** are shown in figure I-3.

b. The data in this section is in alphabetical order regardless of grade. Only soldiers who are currently in an active bonus status are listed in this section.

c. The BONUS TYPES included in this section are:

- 1 - Enlistment Bonus - MOS Qualified
- 2 - Enlistment Bonus - UIC Qualified
- 3 - Enlistment Bonus - Priority Unit
- 4 - 6 year Reenlistment - Less than 6 years service
- 5 - 3, 4, or 5-year Reenlistment - More than 6 years service, but less than 10
- 5 - Prior Service Enlistment Bonus - Less than 10 years service. Enlist for 3, 4, or 5 years
- 6 - 6-year Reenlistment - 6 or more years service, but less than 10
- 6 - Prior Service Enlistment Bonus - Less than 10 years service, Enlists for 6 years

| NAME | TYPE BONUS | STATUS DATE | ENL, REENL AFFIL DATE | TOTAL AMT PAID | PAST DUE PAYMENTS | DATE DUE | PAYMENTS DUE NEXT MONTH | DATE DUE NEXT MONTH |
|-----------------------------------|------------|-------------|-----------------------|----------------|-------------------|----------|-------------------------|---------------------|
| BALLROOM, CINDERELLA P | 2-U | A-00/00/00 | 890410 | \$1,125.00 | \$ 375.00 | 930410 | | |
| MAGIC, BURT K | 1-M | I-00/00/00 | | | | | | |
| TOMBOY, TOBY N | 1-M | A-00/00/00 | 890612 | \$1,500.00 | | | \$ 500.00 | 930612 |
| <hr/> | | | | | | | | |
| BONUS TOTALS | 3 EB 3 | AB 0 | R3 | 0 R6 | 0 | F3 | 0 F6 | 0 |
| TOTAL BONUS PAYMENTS: | | \$ | 2,625.00 | | | | | |
| NUMBER OF PAST DUE BONUS PAYMENTS | | | 1 | | | | | |
| TOTAL PAST DUE PAYMENTS: | | \$ | 375.00 | | | | | |

Figure I-3. Sample of Section 3 – “Drill Bonus Payment Data”

d. The **STATUS DATE** category shown here are:

- A - Active Account
- I - Inactive
- R - Terminated with recoupment
- S - Suspended without recoupment
- T - Terminated with no recoupment

(The effective date is only shown for Status Codes R, S, and T).

e. The **DATE OF ENL/RENL OR AFFIL** category indicates when the soldier signed the contract for the bonus.

f. The **TOTAL AMT PAID** category indicates the amount the soldier has already received.

g. The **PAST DUE PAYMENTS** category indicates the amount due the soldier and the **DATE DUE** category is the date the soldier was entitled to the payment.

h. The **PAYMENT DUE NEXT MONTH** category indicates the amount due the soldier next month and the **DATE DUE** category is the date the soldier will be entitled to the payment.

i. **TOTAL BONUS** payments is the total number of bonus accounts assigned to a UIC with a synopsis of the number of each type of bonus (i.e., EA, R3, R6.)

j. **TOTAL BONUS** payments is the total dollar amount of bonus money paid for a UIC.

k. Number of **PAST-DUE BONUS PAYMENTS** for a UIC.

l. Total **PAST DUE PAYMENTS** is the dollar amount of all past due payments for a UIC.

I-7. Section 4. Reenlistment Data

a. This section indicates the soldiers who are due to separate within 2 months following the current month reported. The **NAME**, and the **DATE DUE TO SEP** (Date Due to Separate) are shown in figure I-4.

b. This section is listed in alphabetical order regardless of grade. Only soldiers due to separate in the current month or the next 2 months will appear.

c. The **DATE DUE TO SEP** is the estimated time of separation date (ETS).

d. There are no totals computed in this section.

I-8. Section 5. Collection Data

a. This section identifies any collection actions that have appeared on DJMS-RC this month. The **NAME**, **BEGINNING BAL** (Beginning Balance), **AMT PAID** (Amount Paid), **AMT ADD** (Amount Added), **AMT DEBT REMAINING** (Amount of Debt remaining) are shown in figure I-5.

b. The entries in this section are in alphabetical order regardless of grade. Only soldiers who currently have a debt posted to their account are listed here.

c. This section has no total amount.

I-9. Command Action - Validate Pay Status

a. This data group identifies accounts that have been on the system 3 consecutive months in an active pay status for which drills have not been reported. Additionally, the account cannot be a retroactive LOSS. This section lists the **NAME**, **SSN** (Social Security Number), **GRADE**, **DOG** (Date of Gain), **PS** (Pay Status), **AD-CD** (Active Duty Code), **NPS** (Non-Prior Service indicator), **DRILLS-AUTH-CFY** (Drills Authorized Current Fiscal Year), **LOSS-IDC** (Loss Indicator), and **DOS** (Date of Separation). This section is primarily designed to identify unsatisfactory IDT participants. A sample is at figure I-6.

b. This section will appear in alphabetical sequence without regard to rank.

c. **DRILLS-AUTH-CFY** - The total number of drills (type 11) authorized for the current fiscal year.

d. **NPS-IDC** - Non-prior service indicator code is '6' if the soldier is assigned to the Reserve Component, but has not completed basic training yet. Otherwise, the non-prior service indicator is 'BLANK'.

e. **LOSS INDICATOR - 'LL'** will appear in this column when the MMPA record is in a separated status.

f. **DOS** (Date of Separation) - This is the date that the account went into a "loss" status.

| NAME | DATE DUE TO SEP |
|-------------------|-----------------|
| POPCORN, HENRY E. | 930701 |

Figure I-4. Sample of Section 4 – “Reenlistment Data”

| NAME | BEGINNING BAL | AMT PAID/REDU | AMT ADD | AMT DEBT REMAINING |
|----------------|---------------|---------------|---------|--------------------|
| READY, ANXIOUS | \$2,000.00 | \$200.00 | \$.00 | \$1,800.00 |

Figure I-5. Sample of Section 5 – “Collection Data”

| NAME | SSN | GRADE | DOS | PS | AD-CD | NPS | DRILLS AUTH-CFY | LOSS IDC | DATE OF SEPARATION |
|------------------|-----------|-------|--------|----|-------|-----|-----------------|----------|--------------------|
| MOPPET, KAPPER L | 987654321 | 33 | 930106 | A | | | 48 | | |

Figure I-6. Sample of “Command Action - Validate Pay Status Section”

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Appendix J

Automated Drill Attendance Reporting Software (ADARS)

This appendix covers procedures for processing attendance data for drilling reservists on the Automated Drill Attendance Reporting Software (ADARS). This pamphlet covers all ADARS software changes in the **CLAS 5.01.02** release. **This pamphlet replaces all previous ADARS manuals.**

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[#] Section VIII

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Section I

Introduction

J-1. Background

a. ADARS is a module of the Center Level Application Software (CLAS) fielded to all USAR Troop Program Units (TPUs). CLAS is continually updated with change packages to keep it current with Army policies and automated systems.

b. ADARS replaced the Positive Drill Attendance Reporting Technique (PDART). Under PDART, units create and send DA Form 5350's directly to Defense Finance and Accounting Service - Indianapolis (DFAS-IN). With ADARS, units use their personal computers to record drill attendance and send their pay data, via modem, to the ADARS Central Processing Center (CPC) located at the Headquarters, United States Army Reserve Command. The ADARS CPC computer processes the pay data while the unit's computer is on-line with the ADARS CPC computer. Prior to completing transmission, the ADARS CPC computer notifies the unit's computer of the status of the file transfer and on-line process. The unit's computer receives a SUCCESSFUL file transfer message if the ADARS CPC computer detects no errors in the unit's pay transactions file.

The unit's computer receives a FAILED file transfer message if the ADARS CPC computer detects errors in transmission or the pay transactions file. Along with the FAILED file transfer message, the ADARS CPC computer will give the unit a course of action they should take to achieve successful file transfer. The ADARS CPC retransmits the pay data it's received to DFAS-IN. DFAS-IN processes the pay data and disburses the pay to your soldiers. The ADARS CPC also creates reports on unit pay transmission activities for your MSCs. The ADARS CPC sends the reports to the MSCs, via the USARC, Finance and Accounting Division's Bulletin Board System (USARC-F&A BBS). The MSCs use these reports to assist you in managing your IDT pay submission.

c. ADARS relies solely on the personnel module of CLAS for soldier's information. Therefore, units cannot report drill attendance until they have added each soldier to the unit's personnel database within CLAS. It is imperative that units keep the personnel database current or else some soldiers won't get paid.

J-2. Functional Areas

a. ADARS enables the UPA to schedule and report drill attendance for an individual or unit. ADARS maintains information necessary to create and transmit pay transactions. ADARS also post attendance data to the DA Form 1379 (located in the PER module) and generates DA Form 1380s and historical reports.

b. Listed below are the four functional areas of ADARS as shown on the ADARS main menu (figure J-1) and a brief explanation of each.

| | | | | | | | |
|------------|-----|--------------|-----|-------------------|-----|---------------|-------|
| F1=HELP | | F3=Main Menu | | ESC=Previous Menu | | RETURN=SELECT | |
| PER | OPS | LOG | MOB | INT | TRN | > RM | COMMO |
| | | | | | | > ADARS | |
| SCHEDULING | | ATTENDANCE | | REPORTS | | MAINTENANCE | |

Figure J-1. ADARS main menu

SCHEDULING - creates drill schedules for individuals or unit and prints unit attendance rosters or DA Form 1380s.

ATTENDANCE - updates and previews attendance data on individuals or unit and posts attendance data to the DA Form 1379.

REPORTS - creates TL and IDT history reports on individuals or unit.

MAINTENANCE - updates unit data file, deletes ADARS history and recreates TLs or individual transactions.

c. To further assist you, figure J-2 provides quick reference procedures on start up and drill attendance processing. Figure J-3 provides quick reference on ADARS items of review during visits and inspections.

START UP PROCEDURES FOR ADARS

- Step
1. Input the Unit Data Information (located in Utilities)
 2. Establish ADARS Password (change every 90 days)
 3. Create a Yearly Drill Schedule (change as drills change)
 4. Back-up computer (all *.FOC files)

PROCEDURES FOR REPORTING UNIT DRILLS

- Step
1. Print and Prepare a Unit Attendance Roster (prior to drill)
 2. Soldiers Sign-in and out on Unit Attendance Roster (use ink pen only)
 3. Commander Certifies Unit Attendance Roster (after last formation)
 4. Report Unit Attendance
 5. Print Preview Unit Transaction Report
 6. Edit Unit Attendance (if necessary)
 7. Create/Print/Prepare a Pay Transaction File
 8. UPA Reviews and Signs Pay Transaction Transmittal
 9. Transmit Pay Transaction File to ADARS CPC
 10. Verify Pay Transaction Transmission was successful
 11. Back-up computer (do after every drill and weekly)

PROCEDURES FOR REPORTING INDIVIDUAL DRILLS

- Step
1. Schedule Individual Drills
 2. Print DA Form 1380s (if necessary)
 3. Report Individual Attendance (with 1380s and rosters)
 4. Print Preview Ind Transaction Report
 5. Edit Attendance (if necessary)
 6. Create/Print/Prepare a Pay Transaction File
 7. UPA Reviews and Signs Pay Transaction Transmittal
 8. Transmit Pay Transaction File to ADARS CPC
 9. Verify Pay Transaction Transmission was successful
 10. Back-up computer (do after every drill and weekly)

Figure J-2. ADARS quick reference procedures

| ADARS ITEM OF INSPECTION |
|--|
| Appointment Memorandum - Access to ADARS (MARKS 37-107f) |
| Appointment Memorandum - Monitor Sign in (MARKS 37-107f) |
| Backup Diskettes of ADARS |
| Disaster Recovery Plan (DRP) (MARKS 37) |
| IDT Performance Packages (MARKS 37-103dd) |
| Figure J-3. ADARS items of review during inspections and visits |

Section II

Start Up Procedures for ADARS

J-3. General

a. Before your unit can start transmitting pay transactions you must perform several start up procedures. Listed below are the start up procedures for ADARS:

- (1) You must input **UNIT DATA INFORMATION**.
- (2) You must **BACK-UP** your computer to floppy disk or other storage device.
- (3) You must establish an ADARS **LOGON ID** and **PASSWORD**.

b. These start up procedures are covered in more detail over the next three subsections.

J-4. Unit Data File

a. The first thing you must do is input your unit's information. This information is used by the computer to pre-fill input screens, forms and reports. Some of the information contained in the Unit Data File is listed below:

- (1) Pay UIC and Site ID
- (2) Document control number (TL number)
- (3) Pay officer (commander's signature block)
- (4) Pay Technician (UPA's signature block)
- (5) Unit name and address
- (6) ADARS phone number

b. To establish and later maintain this information, follow these procedures.

From the CLAS main menu ...

- (1) **Tab** to **UTILITIES** and press **Enter**. Figure J-4 appears.

| | | | | | | | | |
|---------|-----|--------------|-----|-------------------|-----|--------------------|-------|--------|
| F1=HELP | | F3=Main Menu | | ESC=Previous Menu | | RETURN=SELECT | | |
| PER | OPS | LOG | MOB | INT | TRN | RM | COMMO | > UTIL |
| | | | | | | TABLE TALK | | |
| | | | | | | GRAPH TALK | | |
| | | | | | | USER WRITTEN | | |
| | | | | | | GRAPHIC ANALYSIS | | |
| | | | | | | REBUILD FOCUS FILE | | |
| | | | | | | REINITIALIZE FILE | | |
| | | | | | | TRANSFER PERSONNEL | | |
| | | | | | | MAINTAIN UIC | | |
| | | | | | | >UNIT DATA FILE | | |

Figure J-4. Utilities menu

- (2) **Tab** to **UNIT DATA FILE** and press **Enter**. Figure J-5 appears.

| | | |
|----------------------|-----------------------|-----------------|
| ESC - RETURN TO MENU | UNIT SELECTION SCREEN | ENTER - PROCESS |
|----------------------|-----------------------|-----------------|

Place an 'S' next to the Unit you wish to select

| | | | | |
|---|-------|----------------|-------|----------------|
| S | WV2XX | MACHINE ID | WV299 | 1/80 DIV, HHC |
| | WV29A | 1/80 DIV, A CO | WV29B | 1/80 DIV, B CO |

Note: Select Machine ID to Maintain Phone Numbers

UNIT SELECTION - UNIT DATA FILE

Figure J-5. Unit selection screen

(3) Select **MACHINE ID** first. Press **Enter**. Figure J-6 appears.

| | |
|--------------------------------------|------------------------|
| ESC - Return to UTILITIES Menu | ENTER - Process |
| F5 - PREVIOUS SCREEN (NO PROCESSING) | F6 - FORCE TRANSACTION |

Machine ID Code: WV2XX Is your phone Tone or Pluse? **T**

PHONE NUMBERS FOR THIS LOCATION:

| | | |
|---------------------------------------|------|------------|
| VOICE - Commercial: 4047524114 | DSN: | |
| DATA - Commercial: 4047522682 | DSN: | FAX Phone: |

The following fields are used when OUTGOING Data calls are made:

Phone Prefix : Phone Suffix:

ADARS DATA PHONE: **9,18002901249**

(Please Enter All Numbers Dialed Including any Prefix or Suffix)

UNIT DATA FILE MAINTENANCE

Figure J-6. Machine ID data file maintenance screen

(4) The minimum information you need to enter is your unit's Voice phone number, Data phone number, phone type (indicate touch or pulse phone), and the ADARS phone number. Press **Enter**. Figure J-5 appears again with the message "**MACHINE SPECIFIC INFORMATION UPDATED FOR WV2XX**".

(5) Select the unit you want to update. Press **ENTER**. Figure J-7 appears.

| | |
|--------------------------------------|------------------------|
| ESC - Return to UTILITIES Menu | ENTER - Process |
| F5 - PREVIOUS SCREEN (NO PROCESSING) | F6 - FORCE TRANSACTION |

Unit ID : WV299

| | |
|----------------------------------|---|
| Unit Name : 1/80 DIV, HHC | Commander : I.M. BOSS |
| Street : 520 WETZEL ST | |
| City : ATLANTA | State : GA ZIP Code : 303031000 |

UNIT DATA FILE MAINTENANCE

Figure J-7. Unit data file maintenance screen #1

(6) Type in your unit's name, address and commander's name. Press **ENTER**. Figure J-8 appears.

```

ESC - Return to UTILITIES Menu                                ENTER - Process
F5 - PREVIOUS SCREEN (NO PROCESSING)                          F6 - FORCE TRANSACTION

STRIPS POC : SFC LEROY GILFORD                               Originator Code: 4CB35

Unit Type : O (S-School / H-Headquarters Element / O-Other)

ADARS Information:

PAY UIC: WV299 SITE ID: R8                                Document Number: 001
PAY OFFICER : I.M. BOSS                                RANK: COL          BRANCH: IN
PAY TECHNICIAN : DON HARVY                            RANK: GS6
POSITION : UNIT ADMINISTRATOR

1058 Defaults:

FICA %: .0675 Per Diem Rate: 068 Rental Car Rate: 35 Mileage Rate: .0025
Signature Block:                                Records Custodian:
I.M. BOSS, COL, IN                                KAREN L. RIGGS, SGT, NCOIC

UNIT DATA FILE MAINTENANCE

```

Figure J-8. Unit data file maintenance screen #2

(7) Type in your unit's pay UIC. The pay UIC is the UIC on the Leave and Earning Statement. The pay UIC can be a combination of letters and numerals six characters long. Remember to start the UIC with a **"W"** and use **ZERO** not **"O"**. Failure to start with a **"W"** or use **ZEROS** will result in **NO** pay for your soldiers.

(8) Type in your unit's site ID number. **Appendix C** of this manual has all site IDs. Failure to use the proper site ID will result in **NO** pay for your soldiers.

(9) Type in your unit's document control number. The document control number works the same as the Transmittal Letter (TL) number. The document control number sequence goes from 001 to 999 back to 001.

(10) Type in the commander's and UPA's signature block (used on forms and rosters).

(11) Type in information pertaining to 1058s. Press **Enter**. The computer updates the information and Figure J-5 appears again with the message **"UNIT INFORMATION UPDATED FOR WV299"**.

(12) Type in information pertaining to 1058s and press **Enter**. The computer updates the information and returns to the UIC select menu. Select another unit to update or press **ESC** to return to the Utilities menu.

c. When you have completed updating your unit's data files, you only have to perform unit data file maintenance when the information changes. ADARS automatically assigns the next document control number to each pay transaction file. You can also access the ADARS portion of the unit data file while in ADARS via the **MAINTAIN UNIT INFORMATION** module.

J-5. Back-up Computer

a. Since ADARS data within CLAS is directly linked with other CLAS data, you are required to back-up all CLAS data files on a regular basis. All critical CLAS data is stored in files with the file extension of **.FOC**.

b. You need to have several floppy diskettes. They do not have to be formatted but must be the proper size and density for your computer's floppy disk drive.

c. Enter CLAS and select **UTILITY** from the main menu and press **ENTER**. From the UTILITY menu select **DOS WINDOW** and press **ENTER**.

d. You are now at the DOS prompt. The DOS prompt looks like this:

D:\CLAS501>

At the DOS prompt type in the following command:

BACKUP *.FOC A: and press **ENTER**.

NOTE: Any disk drive can be substituted for A: depending on the disk drive you want to copy to.

e. The back-up process prompts you for new floppy diskettes as needed. Label the floppy diskettes as **ADARS Backup disk 1 (2 and so on)** and **DATE** backed up.

f. When the back-up process is complete type **EXIT** at the DOS prompt to return to the UTILITY menu. Press **ESC** to return to the CLAS menu.

g. Store your BACK-UP floppy diskettes in a safe place. It is recommended that you keep multiple versions of your BACK-UPS on hand.

h. If your CLAS data is lost and you need to recover the lost data, ask your information management office at the MUSARC for assistance.

J-6. Accessing ADARS

a. The unit commander must designate who has access to ADARS before any member of the unit can use it. There is no established limit on how many unit personnel can have access to ADARS. The unit commander should limit the number of personnel for security reasons. The minimum number of personnel having access to ADARS is the unit commander and UPA. The unit commander must appoint who has access to ADARS and documents it by memorandum (fig J-9). The appointment memorandum is an item for review during inspections and visits. You maintain the appointment memorandum in the unit's MARKS file under **37-107f**.

| | |
|---|------|
| Unit/Office Symbol (37-107f) | Date |
| MEMORANDUM FOR (INDIVIDUAL CONCERNED), (OFFICE) | |
| SUBJECT: Additional Duty Appointment | |
| 1. Effective (date), you are assigned the following additional duty: Report inactive duty training attendance using the Automated Drill Attendance Reporting Software (ADARS). | |
| 2. Authority: AR 37-104-10 and USARC PAM 37-1. | |
| 3. Purpose: To carry out duties prescribed in USARC PAM 37-1. | |
| 4. Period: Until officially relieved or released from appointment. | |
| 5. Special instructions: Become thoroughly familiar with the USARC PAM 37-1. Safeguard ADARS password at all times. | |
| Commander's Signature Block | |
| CF: 1 - Unit file 1 - MPRJ 1 - Unit | |

Figure J-9. Sample appointment memorandum - Access to ADARS

b. Entry into the ADARS module requires a user's LOGON ID and password. The unit commander or UPA establishes the user's LOGON ID and initial password. The unit commander is responsible for ensuring that user's passwords are changed every 90 days or sooner, if there is a possible compromise of ADARS security.

c. To establish a user's initial LOGON ID and password, follow these procedures.

From the CLAS main menu ...

(1) **Tab** to **RM**. Press **Enter**. Figure J-10 appears.

| | | | | | | | | |
|---------|-----|--------------|-----|-------------------|-----|---------------|-------|------|
| F1=HELP | | F3=Main Menu | | ESC=Previous Menu | | RETURN=SELECT | | |
| PER | OPS | LOG | MOB | INT | TRN | > RM | COMMO | UTIL |
| | | | | | | > ADARS | | |
| | | | | | | RPA | | |
| | | | | | | OMAR | | |

Figure J-10. Resource Management menu

(2) Select **ADARS**, press **Enter**. Figure J-11 appears:

| | | |
|------------------------------|-------------------|------------------|
| ESC - RETURN TO MENU | F7 - ADD LOGON ID | ENTER - PROCESS |
| F6 - CHANGE PASSWORD | | F8 - USER REPORT |
| ADARS LOGON ID: (3 SPACES) | | |
| LOGON PASSWORD: (8 SPACES) | | |
| ADARS PASSWORD ENTRY | | |

Figure J-11. Password entry screen

(3) Type in your LOGON ID and password. Press **F7**. Figure J-12 appears if you are an ADARS manager.

| | | |
|--|----------------------|-----------------|
| ESC - RETURN TO MENU | F2 - DELETE LOGON ID | ENTER - PROCESS |
| | F5 - PREVIOUS SCREEN | |
| ADARS LOGON ID: (3 SPACES) | | |
| LOGON PASSWORD: (8 SPACES) | | |
| USER NAME : (27 SPACES) | | |
| DBA CODE : (D or N) | | |
| ADARS PASSWORD ENTRY - ADD LOGON ID SCREEN | | |

Figure J-12. Add logon ID screen

(4) Type in the new user's LOGON ID (the user's initials).

(5) Type in the new user's initial password. Initial password can be any combination of letters and numerals up to 8 characters.

(6) Type in the new user's FULL name.

(7) Type in a **D** or **N**. **D** identifies the user as an ADARS manager. The ADARS manager can add or delete additional ADARS users. The **N** represents an ADARS user only.

(8) Press **Enter** to add the new user to the computer. When you are through adding users press **F5**. Figure J-11 appears.

d. To change your password, follow these procedures.

From ADARS password entry screen (figure J-11)...

(1) Type in your LOGON ID and old password, press **F6**. Figure J-13 appears:

| | | |
|---|------------------|-----------------|
| ESC - RETURN TO MENU | F5 - PREV SCREEN | ENTER - PROCESS |
| NEW PASSWORD : (8 SPACES) | | |
| VALIDATE PASSWORD : (8 SPACES) | | |
| ADARS PASSWORD ENTRY - CHANGE PASSWORD SCREEN | | |

Figure J-13. Change password screen

(2) Type in your new password (password will not appear on screen). Password can be any combination of letters and numerals up to 8 characters. After typing in password, press Tab (if your password is less than 8 characters).

(3) Type in your new password again to validate (again your password will not appear on screen). Don't forget to include capitalization if you used them. Press Enter.

(4) If the new password and validate password matched then figure J-11 appears again (at the lower left hand corner appears **Password Updated**). Enter your new password and press **Enter** to gain access to ADARS.

e. To identify your ADARS users and the last time they changed their password, press the **F8** key on the ADARS password menu (figure J-11). Select your output (screen or printer) and press **Enter**. Figure J-14 appears on screen or prints.

| | | | |
|--------------------------|---------------------------|---------------------|---------------------------------------|
| ADARS USER ACCESS REPORT | | | PAGE: 1 |
| | | | DATE PREPARED: 12/10/92 |
| USER NAME ---- | USER LOGON ID ----- | DBA CODE ---- | LAST PASSWORD CHANGE DATE ----- |
| DON E HARVY | DEH | D | 92/09/30 |
| HARRY M JONES | HMJ | N | 92/09/15 |

Figure J-14. User access report.

Section III Scheduling

J-7. General

- In order to pay a soldier for drill attendance, you must schedule the drill in ADARS. The scheduling module allows you to create a drill schedule for an individual or unit.
- The procedures for creating the unit's drill schedule and the individual's drill schedule are covered in more detail over the next few subsections.

J-8. Schedule Unit Drills

- At the beginning of each fiscal year, you will enter all of your unit's drill dates (from your training schedule) into ADARS. You will send a copy of your unit's drill schedule to your Major United States Army Reserve Command's (MUSARC's) finance NCO/officer. You will notify your MUSARC's finance NCO/officer of any changes to your unit's drill schedule immediately. Your MUSARC's finance NCO/officer is responsible for monitoring your unit's drills throughout the fiscal year to insure timeliness of submission.
- To establish, and later maintain, your unit drill schedule follow these procedures.

From the ADARS main menu ...

- Tab to **SCHEDULING** and press **Enter**. Figure J-15 appears.

| | | | | | |
|--|--|------------|---------|---------|-------------|
| | | | | > ADARS | |
| >SCHEDULING | | ATTENDANCE | REPORTS | | MAINTENANCE |
| >SCHEDULE UNIT DRILLS | | | | | |
| INDIVIDUAL SCHEDULING (Generate 1380s) | | | | | |
| MODIFY/DELETE DA 1380 | | | | | |
| PRINT DA 1380 (and Sign-in Roster) | | | | | |
| PRINT UNIT ATTENDANCE ROSTERS | | | | | |

Figure J-15. Scheduling menu

- Select **SCHEDULE UNIT DRILLS** and press **Enter**. Figure J-16 appears.

| | | | |
|--|-----------------------|---|-----------------|
| ESC - RETURN TO MENU | UNIT SELECTION SCREEN | | ENTER - PROCESS |
| Place an 'S' next to the Unit you wish to select | | | |
| | WVV299 | S | WVV29A |
| | WVV29B | | |
| SELECT UNIT | | | |

Figure J-16. Unit selection screen

- Select the unit you want to update and press **Enter**. Figure J-17 appears.

| | | |
|----------------------|---------------------------|-----------------|
| ESC - RETURN TO MENU | F5 - RETURN TO UIC SCREEN | ENTER - PROCESS |
| SCHEDULE UNIT DRILLS | | |
| UNIT ID: WVV29A | | |
| FISCAL YEAR: 1993 | | |
| MONTH: OCT | | |

Figure J-17. Schedule unit drills update screen

(4) Type in the **Fiscal Year** and **Month** and press **Enter**. Figure J-18 appears.

| | | | | | | | | | | | | | |
|--------------|--|--------------|--|--------------|--|--------------|--|---------------|--|-----|--|-----|--|
| ESC-RET MENU | | TAB-SEL FLD | | PGUP-PREV MO | | PGDN-NEXT MO | | ENTER-PROCEED | | | | | |
| F5-SEL UIC | | 1ST BLK-UTA1 | | 2ND BLK-UTA2 | | DD-DEL UTA | | * - UTA PAID | | | | | |
| OCTOBER 1992 | | | | | | | | | | | | | |
| SUN | | MON | | TUE | | WED | | THURS | | FRI | | SAT | |
| + | | + | | + | | + | | + | | + | | + | |
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(Example: In fig J-18, one UTA is scheduled for the 2nd period of 2 Oct, two UTAs for 3 and 4 Oct and two AAUTAs for 31 Oct.)

(5) **Tab** or **Arrow** to the day you want to schedule a UTA. Type in the drill code of the UTA to be performed into the period (two periods if MUTA). Continue entering drill codes into the dates on the electronic calendar until all UTAs have been posted to the electronic calendar. Press **Enter** to update the schedule. ADARS displays **UNIT SCHEDULE UPDATED** when it has completed updating.

(6) The * next to a date means that UTAs for that date have been paid.

(7) To delete an unwanted drill date, **Tab** or **Arrow** to the date you want to delete and type **DD** over the drill code(s) and press Enter. **NOTE:** dates with * next to them cannot be deleted.

(8) **PgUp** takes you to the previous month and **PgDn** takes you to the next month. **DO NOT PgUp OR PgDn UNTIL YOU HAVE UPDATED THE CURRENT MONTH'S SCHEDULE.**

(9) Press **ESC** to return to the **SCHEDULING** menu or **F5** to return to the **SELECT UIC** menu.

(NOTE: Drill codes 11 (Unit training assembly/Multiple unit training assembly - UTA/MUTA) and 51 (Additional airborne unit training assembly - AAUTA) are the only acceptable drill codes for unit scheduling.)

J-9. Individual Drill Schedule

a. You have to schedule individual drill performance (RSTs, ATAs, ETs, etc) prior to reporting individual attendance. The information used to schedule individual drills comes from "Request for Individual IDT" forms (your local policy). After you have scheduled your soldiers individual drills, you can print their DA Form 1380s. You can also generate a DA Form 1380 with an attached sign-in roster for group drill performance.

*(NOTE: You are **NOT REQUIRED** to print the electronic DA Form 1380 created within ADARS. The manual DA Form 1380 is acceptable but the information from the manual DA Form 1380 still needs to be entered into this module.)*

b. To prepare an individual drill schedule and print a DA Form 1380, follow these procedures:

From the ADARS main menu ...

(1) **Tab** to **SCHEDULING**. Press **Enter**. Figure J-19 appears.

| | | | |
|---|------------|---------|-------------|
| | | > ADARS | |
| > SCHEDULING | ATTENDANCE | REPORTS | MAINTENANCE |
| SCHEDULE UNIT DRILLS > INDIVIDUAL SCHEDULING (Generate 1380s) MODIFY/DELETE DA 1380 PRINT DA 1380 (and Sign-in Roster) PRINT UNIT ATTENDANCE ROSTERS | | | |

Figure J-19. Scheduling menu

(2) Select **INDIVIDUAL SCHEDULING**. Press **Enter**. Figure J-20 appears.

| | | |
|--------------------------------------|------------------|-----------------|
| ESC - RETURN TO MENU | F10 - LIST UIC's | ENTER - PROCESS |
| ENTER THE UNIT ID CODE | | |
| UIC: WV29A | | |
| INDIVIDUAL SCHEDULING (DA FORM 1380) | | |

Figure J-20. UIC selection screen

(3) Type in the UIC or press **F10** and select the UIC. Press **Enter**. Figure J-21 appears.

| | |
|---|-----------------|
| F5 - PREVIOUS SCREEN | ENTER - PROCESS |
| RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING | |
| ENTER FISCAL YEAR FOR DA-1380 | |
| 1993 | |
| INDIVIDUAL SCHEDULING (DA FORM 1380) | |

Figure J-21. Fiscal year selection screen

(4) The current fiscal year displays. Press **Enter** or type in a new fiscal year and press **Enter**. Figure J-22 appears.

| | | |
|---|---|---|
| F5 - PREVIOUS SCREEN | F10 - LIST FOR * FIELDS | ENTER - PROCESS |
| RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING | | |
| REPORTING AGENCY (INCLUDE ZIP CODE) | | |
| A CO, 1/80 DIV, 616 WETZEL ST, ATLANTA, GA, 30303-5000 | | |
| CUSTODIAN OF RESERVISTS' (THE BASE UNIT) | | +-----+ CONTROL NUMBER WV29A0001 +-----+ |
| A CO, 1/80 DIV 616 WETZEL ST ATLANTA , GA 30303-5000 | | +-----+ FOR MULTIPLE - RESERVISTS' TYPE 'SEE LIST' +-----+ |
| ENTRY DATE: 930102 | *DUTY TYPE: O | *SSN: 123456789 |
| *DRILL CODE 11 | AUTHORIZATION RST ILO 9 and 10 JANUARY 1993 | |
| INDIVIDUAL SCHEDULING (DA FORM 1380) | | |

Figure J-22. Individual scheduling screen #1

(5) Figure J-22 displays the reporting agency, custodian of reservists and entry date. If the reporting agency and entry date is incorrect, type in the correct information. Type in or select (**F10**) the duty type, SSN (**SEE LIST** for group DA-1380), drill code and authorization. Press **Enter**. Figure J-23 appears. For further information on the DA Form 1380, AR 140-185 explains in detail each block of the DA Form 1380.

NOTE: acceptable drill codes are:

- 11 - Unit training assembly (UTA)/multiple unit training assembly (MUTA) or rescheduled training assembly (RST)
- 21 - Equivalent training (ET)
- 31 - Additional flight training period (AFTP)
- 41 - Additional training assembly (ATA)
- 51 - Additional airborne unit training assembly (AAUTA)
- 61 - Additional training for nuclear training (AANT)
- 91 - Readiness management assembly (RMA)

F5 - PREVIOUS SCREEN

ENTER - PROCESS

| RETIREMENT POINTS | | | |
|-------------------|----|-------|---|
| HOURS---- | + | | ---STARTING PERIOD (AM=1 , PM=2) |
| DATE | | | NATURE OF DUTIES, TRAINING OR INSTRUCTION |
| 930112 | 4 | P1 | 1 ADMIN. DUTIES (EXAMPLE 1) |
| 930113 | 4 | N1 | 2 ADMIN. DUTIES (EXAMPLE 2) |
| 930114 | 8 | P2 | 1 ADMIN. DUTIES (EXAMPLE 3) |
| (UP TO) | 4 | P1/N1 | 1 |
| (5) | OR | OR | OR |
| (DATES) | 8 | P2/N2 | 2 |

(58 SPACES PER DATE AVAILABLE)

INDIVIDUAL/SCHEDULING (DA FORM 1380)

Figure J-23. Individual scheduling screen #2

- Example 1**, figure J-23: Soldier scheduled for 4 hrs starting in the first (morning) period.
- Example 2**, figure J-23: Soldier scheduled for 4 hrs starting in the second (afternoon or evening) period (for points only).
- Example 3**, figure J-23: Soldier scheduled for 8 hrs, always starts in the first (morning) period.

(6) Type in the drill date, number of hours to be performed and retirement points. Type in a "1" for soldiers starting in the "AM" (morning) period or "2" for soldiers starting in the "PM" (afternoon or evening) period. Type in the nature of the duties. You can schedule as many as five days of duty per DA Form 1380. Press Enter. Figure J-24 appears. If this is a **SEE LIST** (group DA Form 1380) drill schedule, figure J-25 appears.

(NOTE: The “**HOURS**” field determines the number of **UTAs** soldiers perform in a day.

- Example: **0-3** hours = **NO UTAs** scheduled
- 4-7** hours = **1 UTA** scheduled
- 8-9** hours = **2 UTAs** scheduled

Also, **ALWAYS** schedule drill code “**91**” (RMA) with **HOURS** = 4 and **STARTING PERIOD** = 1 no matter how many hours the soldier performs or when the soldier starts duty.)

WARNING: NEVER "REBOOT" THE COMPUTER WHILE IN FIGURE J-23! You damage two files within ADARS Scheduling if you "REBOOT" while in Figure J-23. Press F5 if there is an error with the current DA Form 1380. You return to the previous screen. You make your corrections then complete the DA Form 1380. You need to contact your Information Management Officer (IMO) at your MUSARC if you "REBOOTED". He or she will assist you in deleting the BAD information from the files and delete the incomplete DA Form 1380.

| | | | |
|---|------------|---------|-------------|
| | | > ADARS | |
| >SCHEDULING | ATTENDANCE | REPORTS | MAINTENANCE |
| SCHEDULE UNIT DRILLS INDIVIDUAL SCHEDULING (Generate 1380s) >MODIFY/DELETE DA 1380 PRINT DA 1380 (and Sign-in Roster) PRINT UNIT ATTENDANCE ROSTERS | | | |

Figure J-27. Scheduling menu

(2) Select **MODIFY/DELETE DA 1380** and press **Enter**. Figure J-28 appears.

| | | |
|---|------------------|-----------------|
| ESC - RETURN TO MENU | F10 - LIST UIC's | ENTER - PROCESS |
| ENTER THE UNIT ID CODE UIC: WV29A | | |
| MODIFY/DELETE DA 1380 | | |

Figure J-28. UIC selection menu

(3) Type in or select (**F10**) the UIC. Press **Enter**. Figure J-29 appears.

| | |
|---|-----------------|
| F5 - PREVIOUS SCREEN | ENTER - PROCESS |
| MODIFY DA-1380 FUNCTIONS RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING ENTER FISCAL YEAR FOR DA-1380 1993 | |
| MODIFY/DELETE DA 1380 | |

Figure J-29. Fiscal year selection screen

(4) The current fiscal year displays. Press **Enter** or type in a new fiscal year and press **Enter**. Figure J-30 appears.

| | |
|--|-----------------|
| F5 - PREVIOUS SCREEN | ENTER - PROCESS |
| MODIFY DA-1380 RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING FOR YEAR FOR 1993 ENTER THE DA-1380 CONTROL NUMBER WV29A0001 | |
| MODIFY/DELETE DA 1380 | |

Figure J-30. Select DA 1380 screen

(5) Type in the DA-1380 control number. This control number is located at the top of the DA Form 1380 (electronic version). This number is assigned to the DA Form 1380 when you schedule the soldier's drill. Press **Enter**. Figure J-31 appears.

```

F5 - PREVIOUS SCREEN          F6 - DELETE DATES          F7 - DELETE NAMES
F2 - DELETE ENTIRE DA-1380

REPORTING AGENCY (INCLUDE ZIP CODE)
A CO, 1/80 DIV, 616 WETZEL ST, ATLANTA, GA, 30303-5000

CUSTODIAN OF RESERVISTS' (THE BASE UNIT)
A CO, 1/80 DIV
616 WETZEL ST
ATLANTA          , GA    30303-5000

ENTRY DATE: 930102  *DUTY TYPE:  O  *SSN: 123456789  -
*DRILL CODE    AUTHORIZATION
11             RST ILO 9 and 10 JANUARY 1993

MODIFY/DELETE DA 1380

```

Figure J-31. Modify/delete DA 1380 entry screen

(6) To delete a date press **F6**. Figure J-32 appears. To delete a soldier from a group DA Form 1380 press F7. Figure J-33 appears. To delete the entire DA Form 1380 press **F2**. Figure J-28 appears.

```

F5 - PREVIOUS SCREEN          ENTER - PROCESS
          RETIREMENT
          POINTS
HOURS----+          |          +---UTA PERIOD
DATE      |          |          |
930112    4      P1    1      ADMIN. DUTIES
930113    4      P1    2      ADMIN. DUTIES
930114    8      P2    1      ADMIN. DUTIES

          ENTER THE DATE YOU WANT TO DELETE:  930112

MODIFY/DELETE DA 1380

```

Figure J-32. Delete date from DA 1380

(7) In figure J-32, type in the date (YYMMDD) you want to delete and press **Enter**. When you are through deleting dates press **F5**. Figure J-31 appears.

```

F5 - PREVIOUS SCREEN          ENTER - PROCESS
PgDn - PAGE FORWARD          PgUp - PAGE BACK

          ENTER SSN FOR A GROUP DA-1380 CONTROL NUMBER WV29A0001

          RANK          NAME          SSN
          +-- SGM          RABBIT ROGER LEE          240159891
          | SGT          JONES HARRY M          123456789
ALREADY  | CPT          MARK E Z          023758876
LISTED   -+
ON THIS  -+
DA-1380  |
          +--

          ENTER THE SSN TO BE DELETED:  123456789

MODIFY/DELETE DA 1380

```

Figure J-33. Delete name from group DA 1380

(8) Figure J-33, To remove a soldier from the group DA Form 1380, type in the soldier's SSN and press **Enter**. If a group DA Form 1380 has more than 10 soldiers, you can use the **PgDn** or **PgUp** key to locate the soldier's SSN on the group DA Form 1380. When you are through removing soldiers from the group DA Form 1380 press **F5**. Figure J-31 appears.

(9) To escape from Modify/Delete DA 1380 press **F5** until the UIC Select menu appears then press **ESC** to return to the SCHEDULING menu.

J-11. Print DA FORM 1380

- a. After you have scheduled your soldiers individual drills , you can print their current DA Form 1380s or previous DA Form 1380s. This module also allows you to print one DA Form 1380 or a range of DA Form 1380s.
- b. To print a DA Form 1380, follow these procedures:

From the ADARS main menu ...

- (1) **Tab** to **SCHEDULING** and press **Enter**. Figure J-34 appears.

| | | | |
|---|------------|---------|-------------|
| > ADARS | | | |
| >SCHEDULING | ATTENDANCE | REPORTS | MAINTENANCE |
| SCHEDULE UNIT DRILLS INDIVIDUAL SCHEDULING (Generate 1380s) MODIFY/DELETE DA 1380 >PRINT DA 1380 (and Sign-in Roster) PRINT UNIT ATTENDANCE ROSTERS | | | |

Figure J-34. Scheduling menu

- (2) **Tab** to **PRINT DA 1380** and press **Enter**. Figure J-35 appears.

| | | | | | |
|--|-----------------|-----------------|--------|--------|--------|
| ESC - RETURN TO MENU | ENTER - PROCESS | | | | |
| UNIT SELECTION SCREEN Place an 'S' next to the Unit you wish to select <table style="margin: auto;"> <tr> <td style="text-align: right; padding-right: 20px;">S WCLASS</td> <td>WVV299</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">WVV29A</td> <td>WVV29B</td> </tr> </table> | | S WCLASS | WVV299 | WVV29A | WVV29B |
| S WCLASS | WVV299 | | | | |
| WVV29A | WVV29B | | | | |
| PRINT DA FORM 1380 | | | | | |

Figure J-35. UIC selection screen

- (3) Select the unit you want to update and press **Enter**. Figure J-36 appears.

| | | |
|---|-----------------|-----------------|
| ESC - RETURN TO MENU | F5 - SELECT UIC | ENTER - PROCESS |
| PRINT DA 1380's ENTER FISCAL YEAR: 1993 ENTER STARTING NUMBER: 0007 ENTER ENDING NUMBER: 0008 | | |
| PRINT DA 1380 | | |

Figure J-36. DA 1380 selection screen

- (4) Figure J-36, type in the fiscal year, the starting number and the ending number. Press **Enter**. Figure J-37, figure J-38 and figure J-39 prints.

(NOTE: The starting and ending numbers come from the last four digits of the control number. To print one DA Form 1380 make starting and ending number the same.)

| Record of Individual Performance of Reserve Duty Training Control number WCLASS0008 | | 1. Date 2 APRIL 92 | | | | | | | | | | | | |
|--|---|---------------------------|--|-------|-------------------|---|-----------|---|----|--|---------------------------|--|--|--|
| 2. From: (Reporting Agency) (Include ZIP Code) 199TH TRAINING CO, 1280 RIVERDALE ROAD, DELUTH, MN 64012-4412 | | | | | | | | | | | | | | |
| 4. To: (Custodian of reservists' field 201 file.) <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 199TH TRAINING CO 1280 RIVERDALE ROAD DELUTH, MN 64012-4412 </div> | 3. Retirement Year Ending Date 0830 | | | | | | | | | | | | | |
| 5. Name (Last, First MI) HENDERSON VICTOR R JR | 6. Grade SFC | 7. SS Number 789012345 | | | | | | | | | | | | |
| 8. Branch | | | | | | | | | | | | | | |
| 9. Assigned Organization (If different from office of addressee) | | | | | | | | | | | | | | |
| 10. The above named reservist performed EQUIVALENT duties. Training or instruction on the dates and for the hours indicated as authorized by ET - APPROVED 29 MAR 92 | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Hours</th> <th style="text-align: left;">Retirement Points</th> <th style="text-align: left;">Nature of duties, Training or Instruction</th> </tr> </thead> <tbody> <tr> <td>15 APR 92</td> <td>8</td> <td>P2</td> <td>W - ILO 2 DRILLS 3 APR 92 PREPARATION OF INSTRUCTION</td> </tr> <tr> <td colspan="4" style="text-align: center;">-----Nothing follows-----</td> </tr> </tbody> </table> | | | Date | Hours | Retirement Points | Nature of duties, Training or Instruction | 15 APR 92 | 8 | P2 | W - ILO 2 DRILLS 3 APR 92 PREPARATION OF INSTRUCTION | -----Nothing follows----- | | | |
| Date | Hours | Retirement Points | Nature of duties, Training or Instruction | | | | | | | | | | | |
| 15 APR 92 | 8 | P2 | W - ILO 2 DRILLS 3 APR 92 PREPARATION OF INSTRUCTION | | | | | | | | | | | |
| -----Nothing follows----- | | | | | | | | | | | | | | |
| 11. Typed Name, Grade and Position of Officer having knowledge of duties performed. <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | 12. Signature of Officer (see item 11) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | | | | | | | | | | | | | |
| 13. For Custodian of Individual Reservist's records _Reported to servicing data processing unit. Pay data _extracted _ n/a | | | | | | | | | | | | | | |
| DA FORM 1380 E | | | | | | | | | | | | | | |

Figure J-37. Sample DA 1380E

| Record of Individual Performance of Reserve Duty Training Control number WCLASS0007 | | 1. Date 2 APRIL 92 | | | | | | | | | | | | |
|--|--|-----------------------|--|-------|-------------------|---|-----------|---|----|--|---------------------------|--|--|--|
| 2. From: (Reporting Agency) (Include ZIP Code) 199TH TRAINING CO, 1280 RIVERDALE ROAD, DELUTH, MN 64012-4412 | | | | | | | | | | | | | | |
| 4. To: (Custodian of reservists' field 201 file.) <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> 199TH TRAINING CO 1280 RIVERDALE ROAD DELUTH, MN 64012-4412 </div> | 3. Retirement Year Ending Date | | | | | | | | | | | | | |
| 5. Name (Last, First MI) 6. Grade 7. SS Number 8. Branch SEE ATTACHED ROSTER OF (4) INDIVIDUALS | | | | | | | | | | | | | | |
| 9. Assigned Organization (If different from office of addressee) | | | | | | | | | | | | | | |
| 10. The above named reservist performed OTHER duties. Training or instruction on the dates and for the hours indicated as authorized by RST - APPROVED 29 MAR 92 | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">Date</th> <th style="text-align: left; width: 10%;">Hours</th> <th style="text-align: left; width: 10%;">Retirement Points</th> <th style="text-align: left; width: 65%;">Nature of duties, Training or Instruction</th> </tr> </thead> <tbody> <tr> <td>15 APR 92</td> <td>8</td> <td>P2</td> <td>P - ILO 2 DRILLS 3 APR 92 PREPARATION OF INSTRUCTION</td> </tr> <tr> <td colspan="4" style="padding-top: 10px;">-----Nothing follows-----</td> </tr> </tbody> </table> | | | Date | Hours | Retirement Points | Nature of duties, Training or Instruction | 15 APR 92 | 8 | P2 | P - ILO 2 DRILLS 3 APR 92 PREPARATION OF INSTRUCTION | -----Nothing follows----- | | | |
| Date | Hours | Retirement Points | Nature of duties, Training or Instruction | | | | | | | | | | | |
| 15 APR 92 | 8 | P2 | P - ILO 2 DRILLS 3 APR 92 PREPARATION OF INSTRUCTION | | | | | | | | | | | |
| -----Nothing follows----- | | | | | | | | | | | | | | |
| 11. Typed Name, Grade and Position of Officer having knowledge of duties performed. _____ | 12. Signature of Officer (see item 11) _____ | | | | | | | | | | | | | |
| 13. For Custodian of Individual Reservist's records _Reported to servicing data processing unit. Pay data _extracted _ n/a | | | | | | | | | | | | | | |
| DA FORM 1380 E | | | | | | | | | | | | | | |

Figure J-38. Sample group DA 1380E #1

1380 RECORD OF TRAINING
FOR CONTROL NUMBER WCLASS0007
ATTENDANCE ROSTER
(FOR OFFICIAL USE ONLY)

DATE OF 1380:92/04/02
UNIT NAME : 199TH TRAINING CO

DATE PREPARED: 920407

| DATE | PERFORM | I | SIGNATURE-PERIOD 1 | I | SIGNATURE-PERIOD 2 |
|----------|-----------|-------|------------------------|---|--------------------|
| | 121212121 | - | JOHNIGAN SCOTT RICHARD | - | 2LT |
| 92/04/15 | N | ----- | | N | ----- |
| | 123456789 | - | JACKSON SUZANNE MARIE | - | SPC |
| 92/04/15 | N | ----- | | N | ----- |
| | 121212121 | - | HOLT DEWEY GENE | - | SPC |
| 92/04/15 | N | ----- | | N | ----- |
| | 121212121 | - | HAMILTON FRANK DAVID | - | PV1 |
| 92/04/15 | N | ----- | | N | ----- |

Figure J-39. Sample group DA 1380E #2

J-12. Print Unit Attendance Rosters

a. Reporting unit attendance requires the use of a unit attendance roster. You need only one unit attendance roster for the drill weekend. The unit attendance roster contains information about the unit to include dates, drill codes and incentive entitlements. You have the option of generating the unit attendance roster "By Section", "By SSN" or "By Name" (alphabetical). You can also print a unit attendance roster for just **ONE** section. To print a good section attendance roster you must enter the proper section name into each soldier's "Current Assignment Data" field located in the personnel module. Be consistent! Do not use different names for the same section such as First Plt., 1st. Plt., or 1PLT. Each variation of the same section name creates a different section on the unit attendance roster.

b. To produce an attendance roster, follow these steps.

From the ADARS main menu ...

(1) **Tab** to **SCHEDULING**, press **Enter**. Figure J-40 appears.

| | | | |
|---|------------|---------|-------------|
| > ADARS | | | |
| >SCHEDULING | ATTENDANCE | REPORTS | MAINTENANCE |
| <div style="border: 1px solid black; display: flex; flex-direction: row-reverse;"> <div style="border-left: 1px solid black; padding-left: 5px; margin-left: 5px;"> SCHEDULE UNIT DRILLS INDIVIDUAL SCHEDULING (Generate 1380s) MODIFY/DELETE DA 1380 PRINT DA 1380 (and Sign-in Roster) >PRINT UNIT ATTENDANCE ROSTERS </div> </div> | | | |

Figure J-40. Scheduling menu

(2) **Tab** to **PRINT UNIT ATTENDANCE ROSTERS**, press **Enter**. Select the output (screen, printer or floppy) and press **Enter**. Figure J-41 appears.

| | |
|--|-----------------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
| UNIT SELECTION SCREEN | |
| Place an 'S' next to the Unit you wish to select | |
| ALL | WVV299 HHC, 1/80 DIV |
| S WVV29A A CO, 1/80 DIV | WVV29B B CO, 1/80 DIV |
| REPORT SELECTION | |

Figure J-41. UIC selection screen

(3) Select the unit you want to update and press **Enter**. Figure J-42 appears.

| | | |
|-------------------------------------|------------------|-----------------|
| ESC - RETURN TO MENU | TAB - NEXT FIELD | ENTER - PROCESS |
| F5 - SELECT NEW UIC | | |
| SELECTED UNIT: WVV29A | | |
| SORT BY: | | |
| 1. NAME | | |
| 2. SECTION <u>(8 SPACES)</u> | | |
| (or type ALL) | | |
| 3. SOCIAL SECURITY NUMBER | | |
| ENTER SORT SELECTION: 1 | | |
| DATE (YMD) | DC (1) | DC (2) |
| 1. 921002 | | 11 |
| 2. 921003 | 11 | 11 |
| 3. 921004 | 11 | 11 |
| 4. | | |

Figure J-42. Sort option and date screen

(4) Type in the sort option (1, 2 or 3) and **Tab**. If you want only one section to have an attendance roster, type in the name of the section in option 2 and select 2 for sort option. Enter the drill date and drill code into each period to be performed that day. When you are through entering dates and periods press Enter. An attendance roster similar to figure J-43 is generated.

(NOTE: Figure J-43 is also a sample of an annotated unit attendance roster.)

PAGE 1

UNIT RECORD OF IDT TRAINING
ATTENDANCE ROSTER
(FOR OFFICIAL USE ONLY)

MONTH/YEAR: OCT / 92

DATE PREPARED: 921001

UNIT NAME : A CO, 1/80 DIV

PAS : R8VV29A0

| DAY | DC | I | SIGNATURE-PERIOD 1 | DC | I | SIGNATURE-PERIOD 2 |
|-------|----|-----------|---------------------|----|---|---------------------|
| <hr/> | | | | | | |
| 1PLT | | 123456789 | - JONES HARRY M | | | |
| 02 | | N | | 11 | N | <u>T - IADT</u> |
| 03 | 11 | N | <u>T</u> | 11 | N | <u>T</u> |
| 04 | 11 | N | <u>T</u> | 11 | N | <u>T</u> |
| 1PLT | | 023758876 | - MARK E Z | | | |
| 02 | | N | | 11 | N | <u>Z-PEND LOSS</u> |
| 03 | 11 | N | <u>Z</u> | 11 | N | <u>Z</u> |
| 04 | 11 | N | <u>Z</u> | 11 | N | <u>Z</u> |
| 1PLT | | 240159891 | - RABBIT ROGER LEE | | | |
| 02 | | N | | 11 | N | <u>S-RST 15 OCT</u> |
| 03 | 11 | N | | 11 | N | |
| 04 | 11 | N | | 11 | N | |
| 1PLT | | 254168791 | - WAGNER ROBERT LEE | | | |
| 02 | | N | | 11 | N | <u>S-RST 15 OCT</u> |
| 03 | 11 | N | | 11 | N | |
| 04 | 11 | N | | 11 | N | |

I CERTIFY THAT THE ABOVE INDIVIDUAL SOLDIERS
PERFORMED TRAINING AS INDICATED IN ACCORDANCE
WITH THE LAW AND REGULATIONS AND ARE ENTITLED
TO PAY.

I.M. BOSS , CPT , IN, COMMANDING

Figure J-43. Sample annotated unit attendance roster

Section IV Attendance

J-13. Administrative policies

a. ADARS reports attendance for the current and eleven previous months, otherwise known as the record span. ADARS does not accept drill attendance prior to scheduled drill dates. You need to report attendance outside the record span to your supporting RCPSO by using USARC Form 22-R. ADARS does process incentive pay. ADARS cannot process "Save Pay". Send "Save Pay" transactions to your supporting RCPSO using a USARC Form 22-R. ADARS has no constraints on the number of days per month you can pay.

b. Reporting unit attendance requires the use of a unit attendance roster. The **ADARS** unit attendance roster is the **only acceptable** roster used in reporting unit drill attendance. ADARS generates the unit attendance roster from information drawn from the PERSONNEL database. Print the unit attendance roster a few days prior to your drill weekend. You need to annotate for each period of the unit attendance roster (using ink pen only) information on soldiers with excused absences (AT, ADT, IADT, RST, etc.). See figure J-43 for a sample of an annotated unit attendance roster.

c. The unit commander is responsible for establishing sign-in procedures. Depending on the size of the unit, you can centrally locate or distribute to sections your unit attendance roster for sign-in. You need **ONE** signature per period (even for one UTA). Soldiers must sign-in (using ink pen only) prior to the beginning of a UTA or opening formation of a MUTA. You may add new soldiers manually to the unit attendance roster, although, you must update the personnel database before you can process their pay. Soldiers performing duty on drill weekend away from the unit's duty site must complete a DA Form 1380 to receive credit for duty performed.

d. Prior to the opening formation of a MUTA or UTA, the senior NCO must collect the unit attendance roster. After opening formation is over the senior NCO determines the attendance status (excused or unexcused absence) of all soldiers not present for duty. For each soldier not present for duty post (using ink pen only), either an "A" for excused absence, "U" for unexcused absence or "W" for excused absence - Equivalent Training authorized, to the soldier's signature block for that period. You need an excused absent form when granting an excused absence or equivalent training. The unit maintains the approved excused absent form with the unit attendance roster. The senior NCO is responsible for the safekeeping of the unit attendance roster until after the last closing formation of the drill weekend. During drill weekend, the senior NCO maintains the unit attendance roster in a limited access area when not in use.

e. After opening formation is over, soldiers who arrive to drill need written permission (signed by the unit commander or senior NCO) to sign-in. The senior NCO must line out the pay status on the unit attendance roster and has the soldier sign-in. The senior NCO must annotate the time next to the soldier's signature and initial the change in pay status. Soldiers must make up the tardy time after **that day's** closing formation in order to receive credit for the morning UTA (first period). The unit commander or senior NCO verifies that the soldier made up the tardy time. The unit maintains the permission slips with the unit attendance roster.

f. If the unit is performing more than one UTA in a day (a MUTA), all soldiers sign-out after that day's closing formation. Soldiers not present for closing formation must complete a DA Form 1380 to receive credit for the afternoon UTA (second period).

g. If the unit commander approves sign-in by section the unit commander must appoint authorized representatives from each section to monitor sign-in and control the unit attendance roster. For the centrally located unit attendance roster, the unit commander can appoint authorized representatives to monitor sign-in. A sample appointment memorandum is at figure J-44. The authorized representatives supervise sign-in and sign-out. The authorized representatives return the unit attendance roster to the senior NCO prior to opening formation and after closing formation. The authorized representatives never leave the unit attendance roster unattended while the document is under their supervision. The appointment memorandum is an item for review during inspections and visits. You maintain the appointment memorandum in the unit's MARKS file under **37-107f**.

h. The unit commander or alternate certifying official is **NOT AUTHORIZED** to sign the unit attendance roster until after the drill weekend's last closing formation. The unit commander or alternate certifying official must sign each page of the unit attendance roster. The unit commander's or alternate certifying official's signature on the unit attendance roster indicates his or her personal verification of the unit attendance document and his or her authorization to pay their soldiers. Therefore, the unit commander and alternate certifying official needs to have a clear understanding of unit attendance and the pay process. The unit commander cannot designate the person who processes pay (ADARS) as an alternate certifying official.

i. You are **NOT AUTHORIZED** to post attendance to ADARS until **ALL** periods of the unit attendance roster has signatures or annotations of duty status and the signature of the commander or alternate certifying official is on each page of the unit attendance roster.

| | |
|--|------|
| Unit/Office Symbol (37-107f) | Date |
| MEMORANDUM FOR (INDIVIDUAL CONCERNED), (OFFICE) | |
| SUBJECT: Additional Duty Appointment | |
| <p>1. Effective (date), you are assigned the following additional duty: Receive Attendance rosters and oversee sign-in and sign-out of all soldiers assigned to your section for inactive duty training.</p> <p>2. Authority: AR 37-104-10 and USARC PAM 37-1.</p> <p>3. Purpose: To carry out duties prescribed in USARC PAM 37-1.</p> <p>4. Period: Until officially relieved or released from appointment.</p> <p>5. Special instructions: Become thoroughly familiar with the USARC PAM 37-1. Safeguard attendance rosters at all times.</p> | |
| FOR THE COMMANDER: | |
| <div style="display: flex; justify-content: center; align-items: center;"> <div style="width: 150px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature Block</div> </div> | |
| CF: | |
| 1 - Unit file 1 - MPRJ 1 - Unit | |

Figure J-44. Sample appointment memorandum - Monitor sign-in/out.

J-14. Disposition of Attendance Documents

a. The signed unit attendance rosters, tardy slips, approved excused absence forms, signed DA Form 1380s, and signed pay transaction reports make up the IDT performance package. You will file the IDT performance packages by month. The IDT performance packages are an item for review during inspections and visits.

b. You file the IDT performance package in the MARKS file under **37-103dd**. The unit retains the IDT performance package for a period of six calendar years and three months. The unit keeps the IDT performance package (by month) in the active file for a period of one year. Then you store the IDT performance package in the inactive file for the remaining five years and three months. You destroy the IDT performance package after the six years and three months.

J-15. Reporting Unit Attendance

a. After the commander has verified attendance and signed all pages of the attendance roster, the attendance roster is considered complete. You can now record the unit's attendance.

b. To record unit attendance follow the procedures below:

From the ADARS main menu ...

(1) **Tab** to **ATTENDANCE**, press **Enter**. Figure J-45 appears.

| | | |
|--|-------------|---------|
| > ADARS | | |
| SCHEDULING | >ATTENDANCE | REPORTS |
| MAINTENANCE | | |
| <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 60%;"> >UPDATE UNIT ATTENDANCE UPDATE INDIVIDUAL ATTENDANCE PREVIEW ATTENDANCE TRANSACTIONS CREATE/PRINT/PREPARE TXNS FOR TRANSMISSION </div> <div style="width: 40%;"></div> </div> | | |

Figure J-45. Attendance menu

(2) Select **UPDATE UNIT** and press **Enter**. Figure J-46 appears.

| | |
|--|-----------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
| UNIT SELECTION SCREEN | |
| Place an 'S' next to the Unit you wish to select | |
| WVE2A1 | WVV299 |
| S WVB29A | WVB29B |
| ATTENDANCE UPDATE - UNIT | |

Figure J-46. Unit selection screen

(3) Select the unit you want to update and press Enter. Figure J-47 appears.

| | | |
|--|--------------------|-----------------------|
| ESC - RETURN TO MENU | TAB - SELECT FIELD | ENTER - PROCESS |
| F5 - SELECT A NEW UIC | | |
| UNIT ATTENDANCE UPDATE | | |
| Please enter an 'S' to select a sort order for updating: | | |
| BY SSN | -----+ | ALL INDIVIDUALS |
| | | ELIGIBLE FOR PAY |
| | | (NOT AGR) THAT ARE |
| S BY NAME | +-- | PRESENT IN THE |
| | | PERSONNEL FILE FOR |
| BY SSN WITHIN SECTION | | THIS UNIT WILL BE |
| ENTER SECTION: | | PRESENTED FOR UPDATE. |
| (or type ALL) | | |
| | -----+ | |
| INDIVIDUAL | ENTER SSN: | |

Figure J-47. Unit attendance update sort selection

(4) Enter an S next to the sort option and press Enter. Figure J-48 appears.

(NOTE: ALWAYS select the same sort option that you used to generate your unit attendance roster. If you want to pay only one section, select "BY SSN WITHIN SECTION" and type in the name of the section. To update or correct an individual soldier's record, select "INDIVIDUAL" and type in the soldier's SSN.)

| | | |
|--|--------------------|-----------------|
| ESC - PREVIOUS SCREEN | TAB - SELECT FIELD | ENTER - PROCESS |
| PLEASE SUPPLY THE FOLLOWING INFORMATION: | | |
| FIRST THREE LETTERS OF MONTH: | OCT | |
| ENTER DATES OF TRAINING: | 02 | 03 04 |
| (DAY ONLY) | | |
| FISCAL YEAR: | 1993 | |
| DO YOU WISH TO PAY INCENTIVES? N | | |
| A CO, 1/80 DIV | | |
| UNIT ATTENDANCE UPDATE | | |

Figure J-48. Unit attendance update - performance information screen

(5) In figure J k-48 type in the performance month (JAN, FEB,...), training date(s) and fiscal year (system defaults to current fiscal year). ADARS ask you if you want to pay an incentive (system defaults to "N" for NO). Press **Enter**. Figure J-49 appears.

```

ECS - RETURN TO SORT SCREEN   TAB - SELECT FIELD   ENTER - PROCESS

SSN  : 123456789           NAME: JONES HARRY M           SECTION: 1PLT

      +-----PERIOD 1-----+           +-----PERIOD 2-----+
DRILL | DRILL  INCENT  ATTEND |           | DRILL  INCENT  ATTEND |
DATE  | CODE   CODE   CODE   |           | CODE   CODE   CODE   |
-----+-----+           +-----+-----+
921002          N           11          N          P
921003         11          N          S          S
921004         11          N          P          U

WVV29A
UNIT ATTENDANCE UPDATE

```

Figure J-49. Unit Attendance update - drill performance entry

(6) Type in the soldier's performance code (and incentive code if authorized) for each period of the drill weekend. Press **Enter**. ADARS automatically displays the next soldier's record (in the order you sorted). Repeat entering drill performance for all remaining soldiers on the unit attendance roster. Figure J -47 displays after you enter the last soldier's attendance information. Press **F5** to select another unit to process or **ESC** to return to the attendance menu.

(NOTE: Listed in figure J-51 is the performance codes used in recording attendance. Listed below are the incentive's codes.)

- A** - Flight pay (crew member)
- B** - Flight pay (noncrew member)
- C** - Parachute pay
- D** - Demolition pay
- N** - No entitlement

(7) Figure J-50 appears when a soldier does not have (or is incorrect) a Training Pay Category (**TPCAT**) code or Military Personnel Classification (**MPC**) code in the personnel database.

```

ESC - Return to Menu           Enter - Proceed           TAB - Select Field
F6 - Bypass this Individual (Continue Updating Unit)

Critical information needed to pay the following individual is missing from the
CLAS Personnel file. In order to pay this person, please provide the necessary data
here.

                SSN: 023758876
                NAME: MARK E Z

                -----+
                TPCAT: _ | This information must be
                        +--entered here to pay this person.
                MPC:   _ | This WILL NOT update the
                -----+ Personnel file.

Valid TPCATs:  A  G  M  T  F  P  Q  X                      Valid MPCs:  S  E  W  O

```

Figure J-50. Training pay category/military personnel classification verification

(8) Type in the TPCAT code and MPC code. Press **Enter**. Figure J-49 appears.

(Remember, inaccurate TPCAT and MPC codes can prevent the soldier from being paid. Listed below are the TPCAT and MPC codes.)

TPCAT codes:

A - Fully trained soldier
G - Active Guard Reserve (AGR) soldier
M - Military Technician
T - Simultaneous Membership Program (SMP) soldier
F - Non-prior Service soldier attending IADT
P - Non-prior Service soldier awaiting IADT
Q - Non-prior Service soldier awaiting AIT (split training)
X - Soldier in Other Training Programs

MPC codes:

E - Enlisted soldier
O - Commissioned Officer
S - Simultaneous Membership Program (SMP) soldier
W - Warrant Officer

| ACCEPTABLE DRILL ATTENDANCE CODES | | |
|--|---|------------|
| CODE | DUTY STATUS | PAY STATUS |
| Unit Trng Assembly(UTA)/Multiple Unit Trng Assembly(MUTA)Drill Code 11 | | |
| A | Excused Absence | No Pay |
| B | Excused Absence - Attached (90 to 179 days) to another unit for pay | No Pay |
| C | Excused Absence - at ADT, no RST scheduled | No Pay |
| F | Excused Absence - on individual training schedule (USARF school only) | No Pay |
| G | Excused Absence - on 90 day conditional release | No Pay |
| H | Performed Duty - Attached (less than 90 days) to another unit or USARF School | Pay |
| M | Excused Absence - Points Only | No Pay |
| N | Performed Duty - Points Only | No Pay |
| P | Performed Duty | Pay |
| S | Excused Absence - RST scheduled | No Pay |
| T | Excused Absence - at IADT | No Pay |
| U | Unexcused Absence | No Pay |
| W | Excused Absence - ET Scheduled | No Pay |
| Z | Excused Absence - Pending Loss | No Pay |
| Rescheduled Training (RST) - Drill Code 11 | | |
| A | Excused Absence | No Pay |
| R | Performed Duty | Pay |
| U | Unexcused Absence | No Pay |
| W | Excused Absence - ET Scheduled | No Pay |
| Equivalent Training (ET) - Drill Code 21 | | |
| A | Excused Absence | No Pay |
| P | Performed Duty | Pay |
| U | Unexcused Absence | No Pay |
| Additional Flight Training Period (AFTP) - Drill Code 31 | | |
| P | Performed Duty | Pay |
| Additional Training Assembly (ATA) - Drill Code 41 | | |
| P | Performed Duty | Pay |
| Additional Airborne Unit Training Assembly (AAUTA) - Drill Code 51 | | |
| P | Performed Duty | Pay |
| Additional Assembly for Nuclear Training (AANT) - Drill Code 61 | | |
| P | Performed Duty | Pay |
| Readiness Management Assembly (RMA) - Drill Code 91 | | |
| P | Performed Duty | Pay |
| NOTE: There are NO codes for non-attendance to the following: AFTPs, ATAs, AAUTAs, AANTs and RMAs | | |

Figure J-51. List of acceptable drill attendance codes

J-16. Reporting Individual Attendance

To record individual drill attendance follow the procedures below:

From the ADARS main menu ...

- a. Select **ATTENDANCE**, press **Enter**. Figure J-52 appears.

| | | | | | | | |
|------------|--|--|--|---------|--|-------------|--|
| | | | | > ADARS | | | |
| SCHEDULING | | > ATTENDANCE | | REPORTS | | MAINTENANCE | |
| | | UPDATE UNIT ATTENDANCE | | | | | |
| | | > UPDATE INDIVIDUAL ATTENDANCE | | | | | |
| | | PREVIEW ATTENDANCE TRANSACTIONS | | | | | |
| | | CREATE/PRINT/PREPARE TXNS FOR TRANSMISSION | | | | | |

Figure J-52. Attendance menu

- b. Tab to **UPDATE INDIVIDUAL** and press **Enter**. Figure J-53 appears.

| | | | | | |
|--|--|-----------------------|--|-----------------|--|
| ESC - RETURN TO MENU | | UNIT SELECTION SCREEN | | ENTER - PROCESS | |
| Place an 'S' next to the Unit you wish to select | | | | | |
| S | | WCLASS | | WVV299 | |
| | | WVV29A | | WVV29B | |
| UNIT SELECTION - ADARS INDIVIDUAL UPDATE | | | | | |

Figure J-53. Unit selection screen

- c. Select the unit you want to update and press **Enter**. Figure J-54 appears.

| | | | | | |
|--|--|--------------------|--|-----------------|--|
| ECS - RETURN TO MENU | | TAB - SELECT FIELD | | ENTER - PROCESS | |
| F5 - SELECT NEW UIC | | | | | |
| PLEASE SUPPLY THE FOLLOWING INFORMATION: | | | | | |
| SOCIAL SECURITY NUMBER: | | 123456789 | | | |
| FIRST THREE LETTERS OF MONTH: | | OCT | | | |
| ENTER DATES OF TRAINING: | | 28 29 | | | |
| (DAY ONLY) | | | | | |
| FISCAL YEAR: | | 1993 | | | |
| DO YOU WISH TO PAY INCENTIVES? N | | | | | |
| A CO, 1/80 DIV | | | | | |
| INDIVIDUAL ATTENDANCE UPDATE | | | | | |

Figure J-54. Individual attendance update - performance information screen

- d. Figure J-54, From the DA Form 1380, type in the soldier's SSN, performance month (JAN, FEB,...), training date(s) and fiscal year (system defaults to current fiscal year). ADARS ask you if you want to pay an incentive (system defaults to "N" for NO). Press **Enter**. Figure J-55 appears.

| | | | | | | | | | |
|---|-------|--------|--------|-------|-------|--------|--------|-------|--|
| ECS - RETURN TO SORT SCREEN TAB - SELECT FIELD ENTER - PROCESS | | | | | | | | | |
| UIC : WV29A | | | | | | | | | |
| SSN : 123456789 NAME: JONES HARRY M SECTION: 1PLT | | | | | | | | | |
| <div> <div> +-----PERIOD 1-----+ </div> <div> +-----PERIOD 2-----+ </div> </div> | | | | | | | | | |
| DRILL | DRILL | INCENT | ATTEND | I-L-O | DRILL | INCENT | ATTEND | I-L-O | |
| DATE | CODE | CODE | CODE | DATE | CODE | CODE | CODE | DATE | |
| 921028 | 11 | N | R | | 11 | N | | | |
| 921029 | 11 | N | R | | 11 | N | R | | |
| INDIVIDUAL ATTENDANCE UPDATE | | | | | | | | | |

Figure J-55. Individual attendance update - drill performance entry

e. Figure J-55 displays UIC, SSN, NAME, SECTION, DRILL DATES and DRILL CODES. Type in the soldier's performance code (R, U, etc.) and incentive code, if authorized, for each period scheduled. You need to fill in the "ILO DATE" field if the drill performance is an ET (drill code 21). The drill code "99" displays when the soldier received pay for this period under unit attendance, the date scheduled on the DA Form 1380 was less than 4 hours or this is the second period of a drill code 91 (RMA). Press **Enter** when all fields are complete. Figure J-54 appears. You can continue paying soldiers within that UIC, press **F5** to select another unit or press **ESC** to return to the attendance menu.

(NOTE: The performance codes used in recording individual attendance are listed in figure J-51. Incentives codes are listed on page 25.)

J-17. Reviewing/Editing Attendance

a. It is very important that you review your attendance data prior to CREATE/PRINT/PREPARE pay transactions. You can not change an individual's pay status (pay to no pay) or delete a pay transaction once you CREATE/PRINT/PREPARE pay transactions. The PREVIEW TRANSACTIONS Reports allow you to review your attendance data (both unit and individual) prior to CREATE/PRINT/PREPARE pay transactions.

b. The procedures for printing Preview Transaction Reports are as follows.

From the ADARS main menu ...

(1) Select **ATTENDANCE**, press **Enter**. **Tab** to **PREVIEW TRANSACTIONS** and press **Enter** Figure J-56 appears.

| | | | | | | | |
|------------|--|--|--|---------|--|-------------|--|
| | | | | > ADARS | | | |
| SCHEDULING | | >ATTENDANCE | | REPORTS | | MAINTENANCE | |
| | | UPDATE UNIT ATTENDANCE | | | | | |
| | | UPDATE INDIVIDUAL ATTENDANCE | | | | | |
| | | >PREVIEW ATTENDANCE TRANSACTIONS | | | | | |
| | | CREATE/PRINT/PREPARE TXNS FOR TRANSMISSION | | | | | |
| | | >PREVIEW UNIT TRANSACTIONS | | | | | |
| | | PREVIEW IND TRANSACTIONS | | | | | |

Figure J-56. Preview report selection menu

(2) **PREVIEW UNIT TRANSACTIONS** displays unit attendance data and **PREVIEW IND TRANSACTIONS** displays individual attendance data such as RSTs and ATAs. Select one. Press **Enter**.

(3) The computer asks for an output device. **Tab** to **Printer**. Press **Enter**. Figure J-57 appears.

| | | |
|--|-----------------------|-----------------|
| ESC - RETURN TO MENU | UNIT SELECTION SCREEN | ENTER - PROCESS |
| Place an 'S' next to the Unit you wish to select | | |
| <div style="display: flex; justify-content: space-between;"> <div> ALL S WV29A A CO, 1/80 DIV </div> <div> WV299 HHC, 1/80 DIV WV29B B CO, 1/80 DIV </div> </div> | | |
| UNIT SELECTION | | |

Figure J-57. Unit selection screen

(4) Select the unit you want to print a report on. Press **Enter**. Figure J-58 appears.

| | | |
|--|---------------------------|-----------------|
| ESC - RETURN TO MENU | PREVIEW UNIT TRANSACTIONS | ENTER - PROCESS |
| A. Sort Report by SSN within SECTION B. Sort Report by SSN only C. Sort Report by NAME. Please enter your selection: C (A/B/C) | | |
| YOU MUST SELECT A OR B OR C | | |

Figure J-58. Preview unit transactions sort selecti on menu

(5) Option A sorts the report by SSN within section. Option B sorts the report by SSN only. Option C sorts the report alphabetical by name only. Select an option. Press **Enter**. Figure J-59 is a sample of a PREVIEW UNIT TRANSACTIONS report. Figure J-60 is a sample of a PREVIEW IND TRANSACTIONS report.

(NOTE: ALWAYS sort the PREVIEW UNIT TRANSACTIONS report in the same sort order as your Unit Attendance Roster. This makes comparing the PREVIEW UNIT TRANSACTIONS report to the Unit Attendance Roster easier.)

| UNIT: WV29A | | PREVIEW UNIT TRANSACTIONS | | | | PAGE: 1 | | | |
|-------------|-----------|---------------------------|--------|----|---|----------|----|---|----------|
| FY: 1993 | | DATE CREATED: 10/05/92 | | | | | | | |
| | | | PERIOD | | | | | | |
| | | | 1 | | | | 2 | | |
| MON | SSN | NAME | DAY | DC | I | PAY CODE | DC | I | PAY CODE |
| | | | | | | | | | |
| OCT | 123456789 | JONES HARRY M | 02 | . | . | . | 11 | N | P |
| | | | 03 | 11 | N | S | 11 | N | S |
| | | | 04 | 11 | N | P | 11 | N | U |
| | 023758876 | JONES E Z | 02 | . | . | . | 11 | N | P |
| | | | 03 | 11 | N | P | 11 | N | P |
| | | | 04 | 11 | N | P | 11 | N | P |

Figure J-59. Sample preview unit transactions report

(6) Review the performance codes on the PREVIEW UNIT TRANSACTIONS report with your Unit Attendance Roster. If you find errors return to the UPDATE UNIT module, located within the Attendance menu. The UPDATE UNIT module has the option to correct an individual soldier's record. At the sort menu (fig J-47) select **INDIVIDUAL** and type in a soldier's SSN. Press **Enter**. Figure J-48 appears. Type in the performance month (JAN, FEB,...), training date(s) and fiscal year (system defaults to current fiscal year). ADARS ask you if you want to pay an incentive (system defaults to "N" for NO). Press **Enter**. ADARS retrieves that soldier's record and allows you to correct that soldier's drill performance. Press Enter after making correction. Repeat above steps for all remaining soldiers needing corrections. Print a new PREVIEW UNIT TRANSACTIONS report. Repeat the above steps until you identify no errors in the unit attendance data.

(3) Select the unit you want to update. Press **Enter**. Figure J-63 appears.

| | | |
|--|-----------------|-----------------|
| ESC - RETURN TO MENU | F5 - SELECT UIC | ENTER - PROCESS |
| <p>This option will create transaction file(s) for WV29A unit(s) that have pay transactions which have not already been included in a transaction file.</p> <p>WARNING: Be CERTAIN You Have Performed the PREVIEW TRANSACTION to verify your pay transactions for ALL UNITS SELECTED before you do this. Once this option is executed, no pay status record included can be modified to a non-pay status.</p> <p style="text-align: center;">Figure J-63. Warning screen</p> | | |

(4) Figure J-63 is a warning screen. It reminds you that if you have not reviewed your attendance data to press **ESC NOW!** You must print your Preview Transactions reports and review them for accuracy prior to CREATE/PRINT/PREPARE TXNS. Press **Enter** if your attendance data is accurate. Select the output (screen, printer or floppy). Press **Enter**. ADARS reviews all attendance data (both unit and individual) for **ALL** fiscal years and creates pay transactions on attendance data not previously reported. ADARS then prints a Pay Transactions report. If you selected **ALL** on the UIC select screen (fig J-62) ADARS creates and prints a Pay Transactions report for all units with previously unreported attendance data. Figure J-64 is a sample of a Pay Transactions report.

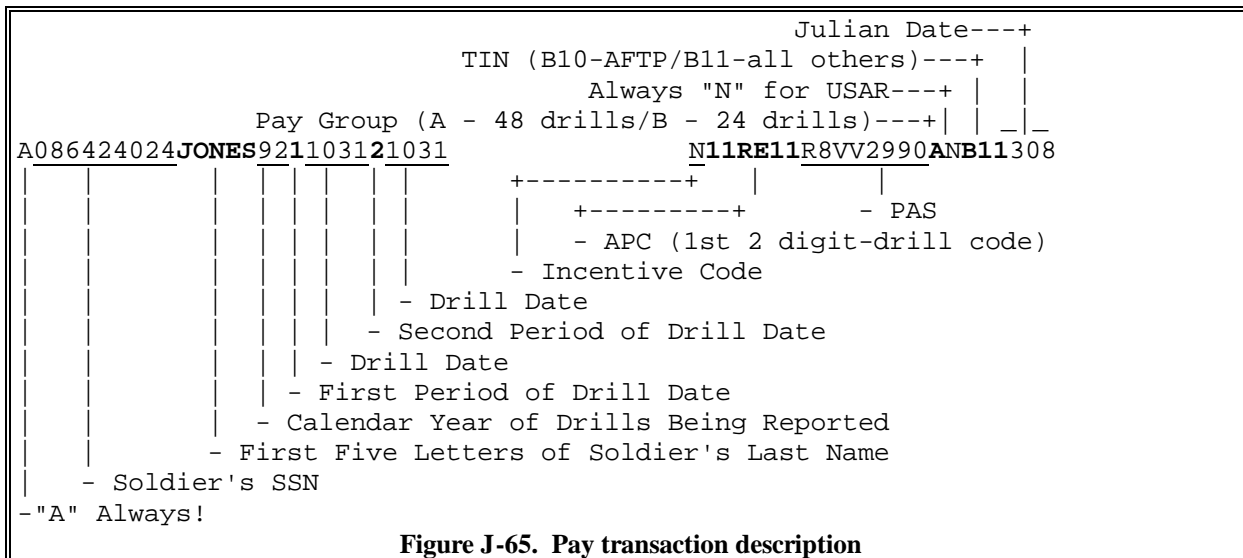
| | |
|--|--|
| PAGE 1 | |
| CURRENT PAY TRANSACTIONS | |
| DATE PREPARED : 11/03/92 | |
| PAS NUMBER: R8VV29A0 | |
| DOCUMENT NUMBER: 505 | |
| TRANSACTION | |
| ----- | |
| A023758876MARK 9211030210301103121031 | N11RE14R8VV29A0ANB11308 (Example 1) |
| A240159891RABBI9221002 | B21RE11R8VV29A0ANB11308 (Example 2) |
| <p style="text-align: center;">UNIT SIGN-IN ROSTERS AND OR DA FORM 1380 SUBSTANTIATING PERFORMANCE OF ALL DUTY SUBMITTED ON THIS TRANSMITTAL ARE ON FILE.</p> <p style="text-align: center;">----- DON HARVY, GS6 UNIT ADMINISTRATOR</p> | |
| <p style="text-align: center;">Figure J-64. Sample pay transaction report</p> | |

Example 1, figure J-64 is a MUTA 4 performed 30-31 Oct 92.

Example 2, figure J-64 is an ET (with incentive) performed second period, 2 Oct 92.

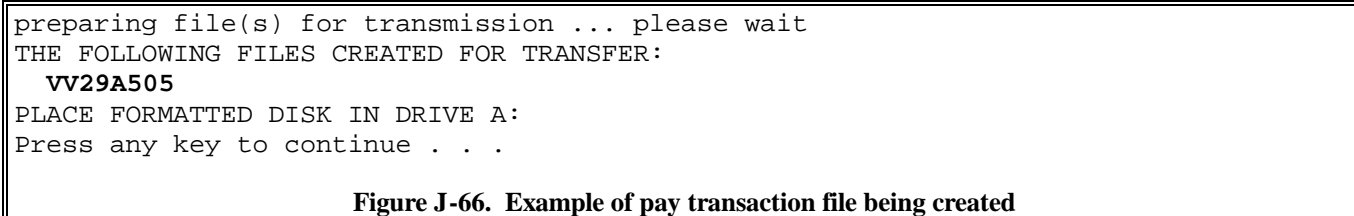
(5) The UPA will review and sign the Pay Transactions report. This is your **FINAL** review of the pay transactions prior to transmitting your Pay Transactions file. The UPA's signature on the Pay Transactions report indicates their personal verification of certified supporting documentation to the pay transactions. The Pay Transactions report is an item for review during inspections and visits. You maintain the Pay Transactions report with the unit's IDT performance package (under **MARKS 37-103dd**).

(6) Figure J-65 explains how to read the Pay Transactions report.



(NOTE: The APC code contains six characters. The first two characters are the drill code (11, 21,...). The third character is always **R** (for USAR). The fourth character is the rank (**E** = enlisted, **F** = officer or warrant officer) and this data comes from the MPC code (Personnel module). The fifth and sixth characters are the pay group (**11** = fully trained soldier, **14** = non-prior service or partially trained soldier) and this data comes from the TPCAT code (Personnel module))

(7) ADARS creates the transmission file and assigns the transmission file a TL number. ADARS copies the transmission file to the hard drive and floppy disk. If you selected **ALL** on the UIC select screen (fig J-62) ADARS creates transmission files for all units with previously unreported attendance data. This means that you can create multiple transmission files at the same time. Figure J-66 is an example of transmission files being created and copied to the hard drive and the floppy disk.



NOTE: The transmission file name "VV29A505.ADR" comes from:

VV29A 505 .ADR

- File extension given to ADARS transmission files
- Document Control Number (TL number)
- Pay Unit Identification Code (WVV29A)

(8) Insert a formatted floppy disk into the A: drive. Close the "A" drive's door. Press any key. ADARS creates a password protected "ZIP" file for each transmission file(s) and copies the "ZIP" file(s) onto the hard drive and floppy disk. The floppy disk copy of your transmission file(s) is your backup. Store the floppy disk in a safe place. Save the transmission files on the floppy disk for 60 days. You use the floppy disk during implementation of the Disaster Recovery Plan (DRP), formally known as the Continuity of Operations Plan (COOP). When the process is complete you return to figure J-61.

Section V

Transmit Pay Transactions

J-19. Administrative Policies

a. The ADARS CPC accepts Pay Transactions files **24 hours** a day, seven days a week! There is no limit on the number of times per month a unit can transmit Pay Transactions files. ADARS also has the capability to transmit multiple Pay Transactions files at the same time without the UPA being present.

(NOTE: DO NOT TURN OFF THE COMPUTER THE NIGHT OF TRANSMISSION IF TRANSMITTING UNATTENDED.)

b. A new feature of ADARS is the on-line processing of unit's Pay Transactions files. The unit's computer transfers the Pay Transactions file to the ADARS CPC's computer. The ADARS CPC's computer verifies the transfer and processes the unit's Pay Transactions file while the unit's computer stays on-line. After processing the unit's Pay Transactions file, the ADARS CPC's computer creates and transmits to the unit's computer an ADARS TRANSMISSION SUMMARY REPORT. The ADARS TRANSMISSION SUMMARY REPORT tells the unit the results of the file transfer and on-line processing. The ADARS CPC prepares reports on Pay Transactions files received from the units. The ADARS CPC transmits the reports to the MUSARCs (via the USARC-F&A BBS). The reports contain information on Pay Transactions files (TLs) received, number of pay transactions within each Pay Transactions file, rejected Pay Transactions files and reasons for the rejections.

c. You must perform the following tasks to transmit a Pay Transactions file.

(1) Schedule the Pay Transactions file(s) for unattended transmission.

(2) Select the Pay Transactions files you wish to transmit.

(3) Set ADARS to "Transmit Unattended" prior to going home.

(4) The next morning, print your ADARS TRANSMISSION SUMMARY REPORT.

(5) If the Pay Transactions file(s) failed to transmit, transmit the Pay Transactions file(s) manually from hard drive or schedule another unattended transmission for that night.

(NOTE: You use the Diskette Transmissions module during implementation of your DRP or if you need to resubmit a previously submitted Pay Transactions file to the ADARS CPC.)

d. The procedures for transmitting pay are covered in more detail over the next five subsections.

J-20. Schedule Unattended Transmissions

a. Before you can transmit your Pay Transactions file(s) you must schedule unattended transmission and select the Pay Transactions file(s) you wish to transmit.

b. To schedule unattended transmission follow the procedures below:

From the CLAS main menu ...

(1) **Tab** to **COMMO**. Press **Enter**. Figure J-67 appears.

| | | | | | | | | |
|-----|-----|-----|-----|-----|------------------------------------|----|---------|------|
| PER | OPS | LOG | MOB | INT | TRN | RM | > COMMO | UTIL |
| | | | | | >SCHEDULE UNATTENDED TRANSMISSIONS | | | |
| | | | | | TRANSMISSION PROCEDURES | | | |
| | | | | | MAINTENANCE PROCEDURES | | | |
| | | | | | TRANSMISSION REPORTS | | | |
| | | | | | STRUCTURE REPORTS | | | |
| | | | | | TESTING PROCEDURES | | | |

Figure J-67. Communications menu

(2) Select **SCHEDULE UNATTENDED TRANSMISSIONS**. Press **Enter**. Figure J-68 appears.

| | | |
|----------------------------------|------------------|------------------------|
| ESC - RETURN TO MENU | TAB - NEXT FIELD | ENTER - PROCESS SCREEN |
| SCHEDULE UNATTENDED TRANSMISSION | | |
| CALENDAR YEAR: 93 | | |
| MONTH: NOV (JAN, FEB, etc) | | |

Figure J-68. Transmission date selection #1

(3) Type in the **Calendar Year** and Month. Press **Enter**. Figure J-69 appears.

| | | | |
|----------------------|------------------|-----------------|----------------------|
| ESC-Return to Menu | TAB-Select Field | F5-Prev Screen | ENTER-Process Screen |
| S or SCHD-Select Day | PGUP-Prev Month | PGDN-Next Month | *-Trans Scheduled |
| NOVEMBER 1993 | | | |
| SUN | MON | TUE | WED |
| | 01 * | 02 | 03 |
| | | | 04 * |
| | | | 05 |
| | | | 06 |
| 07 | 08 | 09 | 10 |
| | SCHD | | |
| | | | |
| 14 | 15 | 16 | 17 |
| | | | 18 |
| | | | 19 |
| | | | 20 |
| 21 | 22 | 23 | 24 |
| | | | 25 |
| | | | 26 |
| | | | 27 |
| 28 | 29 | 30 | |
| | | | |

Figure J-69. Transmission date selection #2

(4) Determine the day you want to transmit and type in **SCHD** or **S** in that day's selection field. Press **Enter**. Figure J-70 appears.

| | | |
|---|------------------|------------------------|
| ECS - RETURN TO MENU | TAB - NEXT FIELD | ENTER - PROCESS SCREEN |
| F2 - DELETE SCHEDULE | F5 - PREV SCREEN | PGDN - MORE SCHED INFO |
| Scheduled Transmissions for MONDAY NOVEMBER 08 93 | | |
| Sched Type | Sched Start Time | Est End Time |
| | | Est Event Duration |
| | | Program Name |
| ADARS | 2100 | |

Figure J-70. Transmission time selection #1

(5) Type **ADARS** in the "Sched Type" field and the time you wish to transmit in the "Sched Start Time" field. Press **Enter**. Figure J-71 appears.

| | | |
|----------------------|------------------|------------------------|
| ECS - RETURN TO MENU | TAB - NEXT FIELD | ENTER - PROCESS SCREEN |
| F2 - DELETE SCHEDULE | F5 - PREV SCREEN | PGDN - MORE SCHED INFO |

Scheduled Transmissions for MONDAY NOVEMBER 08 93

| Sched Type | Sched Start Time | Est End Time | Est Event Duration | Program Name |
|------------|------------------|--------------|--------------------|--------------|
| ADARS | 2100 | 2130 | 030 | |

SCHEDULE HAS BEEN SUCCESSFULLY UPDATED

Figure J-71. Transmission time selection #2

(6) You have scheduled ADARS to transmit at 2100 hours on 8 November 1993. CLAS allocated 30 minutes for ADARS unattended transmission.

c. Now you have to select the Pay Transactions file(s) you wish to transmit. To select your Pay Transactions file(s) follow the procedures below.

From the CLAS main menu ...

- (1) **Tab** to **COMMO**. Press **Enter**.
- (2) **Tab** to **MAINTENANCE PROCEDURES**. Press **Enter**. Figure J-72 appears.

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|----|----------------|------|
| PER | OPS | LOG | MOB | INT | TRN | RM | > COMMO | UTIL |
|-----|-----|-----|-----|-----|-----|----|----------------|------|

| |
|---|
| SCHEDULE UNATTENDED TRANSMISSIONS |
| TRANSMISSION PROCEDURES |
| > MAINTENANCE PROCEDURES |
| > MAINTAIN FILES AWAITING TRANSMISSION |
| REVIEW CALLING STRUCTURE |
| REVIEW REPORTING STRUCTURE |
| CHANGES PHONE NUMBERS |
| PREPARE USER FILE FOR TRANSMISSION |
| SELECT BACKUP FILE FOR RETRANSMISSION |

Figure J-72. Communications maintenance menu

- (3) Select **MAINTAIN FILES AWAITING TRANSMISSION**. Press **Enter**. Figure J-73 appears.

| | | |
|----------------------|-------------------|------------------------------|
| ESC - RETURN TO MENU | | ENTER - PROCESS |
| S - SELECT PACKET | D - DELETE PACKET | PGDN - SEE MORE OPEN PACKETS |

| SEL | OUTGOING FILES FOR: | SEL | OUTGOING FILES FOR: |
|----------|---------------------|-----|---------------------|
| S | ADARS | | WVV2XX |

MAINTAIN PACKETS FOR TRANSMISSION

Figure J-73. ADARS packet selection screen

- (4) Select **ADARS**. Press **Enter**. Figure J-74 appears.

| | | | | | | |
|---|--------------|-----------|--------|------------------------------|--------|--------|
| ESC - RETURN TO MENU | | | | ENTER - UPDATE TRANSMIT CODE | | |
| F5 - PREVIOUS SCREEN | | | | PGDN - DISPLAY ADD'L FILES | | |
| OUTGOING FILES FOR ADARS | | | | | | |
| TRANSMIT | | | FILE | | MIC | TRANS |
| ACTION | FILE | | CREATE | PHYSICAL FILE | OF | RETURN |
| CODE | TO TRANSMIT | ADDRESSEE | DATE | (WORKING DIR) | ORIGIN | CODE |
| D | VV29A503.ADR | USARC | 931006 | VV29A503.ZDR | WV2XX | S |
| N | VV29A504.ADR | USARC | 931022 | VV29A504.ZDR | WV2XX | S |
| S | VV29A505.ADR | USARC | 931104 | VV29A505.ZDR | WV2XX | S |
| VALID TRANSMIT CODES: S (SEND) : D (DELETE) : N (NO ACTION) | | | | | | |

Figure J-74. Pay transactions file selection screen

(5) Figure J-74 displays all Pay Transactions files (.ADR files) on the hard drive. ADARS stores your Pay Transactions files in an "S" (send) status. You can transmit multiple Pay Transactions files at one time so select all the Pay Transactions files that you want to send. Type a "D" next to the Pay Transactions file if you want to delete the file. If you are not sure whether to transmit or delete the Pay Transactions file, type an "N" (no action). Press **Enter** after you have selected all of your Pay Transactions file(s). The remark "**TRANSMIT ACTION CODES UPDATED**" appears at the bottom of figure J-74. Press **ESC** to return to figure J-72.

J-21. Transmit Unattended

a. If you have scheduled an unattended transmission for today and selected your Pay Transactions file, before you go home you need to go to **TRANSMIT UNATTENDED** and set up ADARS to transmit. Transmit Unattended automatically uncompresses ("unzips") your selected Pay Transactions file(s) and transmits them. You need to make sure your modem is on and connected to the phone line. You exit automatically to CLAS COMMO after transmitting your Pay Transactions file(s) (or made three attempts). Print the **ADARS TRANSMISSION SUMMARY REPORT** to verify transmission and on-line processing. ADARS deletes successfully transmitted Pay Transactions file(s) from the hard drive. If the transmission was unsuccessful, you need to schedule another unattended transmission or transmit manually from the hard drive.

b. To setup ADARS for unattended transmission follow the procedures below:

From the CLAS main menu ...

(1) **Tab** to **COMMO**. Press **Enter**.

(2) **Tab** to **TRANSMISSION PROCEDURES**. Press **Enter**. Figure J-75 appears.

| | | | | | | | | |
|-----|-----|-----|-----|--------------------------------------|-----|----|---------|------|
| PER | OPS | LOG | MOB | INT | TRN | RM | > COMMO | UTIL |
| | | | | SCHEDULE UNATTENDED TRANSMISSIONS | | | | |
| | | | | >TRANSMISSION PROCEDURES | | | | |
| | | | | >TRANSMIT UNATTENDED (SEND/RECEIVE) | | | | |
| | | | | SEND MANUAL TRANSMISSION | | | | |
| | | | | RECEIVE MANUAL TRANSMISSION | | | | |
| | | | | DISKETTE TRANSMISSION (SEND/RECEIVE) | | | | |
| | | | | NATIVE PROCOMM | | | | |
| | | | | HOST MODE | | | | |

Figure J-75. Transmission menu

(3) **Tab** to **TRANSMIT UNATTENDED**. Press **Enter**. Figure J-76 appears.

PRESS ENTER TO CONTINUE, ESC TO EXIT PROCESS

| | | |
|---|------------|------------|
| SCHED DATE | SCHED TIME | SCHED TYPE |
| 931108 | 2100 | ADARS |
| ARE ANY PROGRAMS SCHEDULED FOR EXECUTION? N | | |

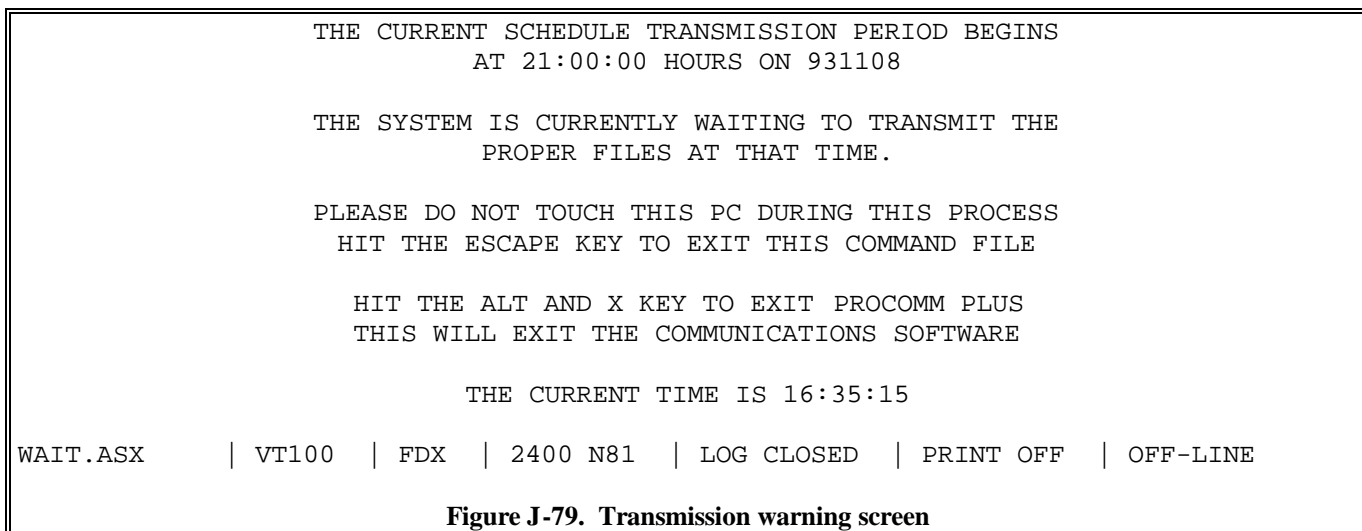
```

PROCOMM PLUS READY!
ATB1Q0V1X4
OK +-----+
AT | 1.  CHECKING MODEM CONNECTION:  DEFAULT PORT RESPONDS WITH OK |
OK | 2.  CHECKING FOR DIAL TONE: |
  | 3.  CHECKING PROCOMM PLUS PARAMETERS: |
  +-----+
      TESTING PHONE LINE FOR DIAL TONE ...

CLATEST.ASX | VT100 | FDX | 2400 N81 | LOG CLOSED | PRINT OFF | OFF-LINE

```

(6) ADARS now checks for modem connectivity, telephone connectivity and proper PROCOMM PLUS parameters. If there are any problems, ADARS will attempt to correct the problems or abort unattended transmission. Figure J-79 appears after this process is complete.



(7) You can now go home. ADARS will transmit the compressed ("zipped") file containing your Pay Transactions file(s) at the scheduled time. Turn off the monitor if your computer does not have screen saving software. You may want to leave a note on the computer to warn people of the scheduled transmission.

J-22. Manual Transmission from Hard Drive

a. When unattended transmission is not feasible or practical, use manual transmission from hard drive. Manual transmission from hard drive automatically uncompresses ("unzips") your selected Pay Transactions file(s) and transmit ALL Pay Transactions file(s) at the same time.

b. To transmit manually from hard drive follow the procedures below:

From the CLAS main menu ...

(1) **Tab** to **COMMO**. Press **Enter**.

(2) **Tab** to **TRANSMISSION PROCEDURES**. Press **Enter**. Figure J-80 appears.

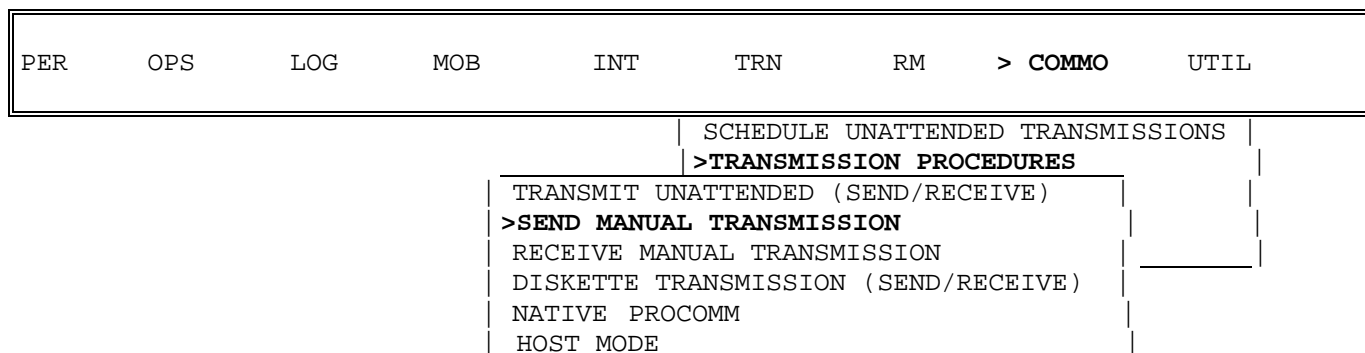
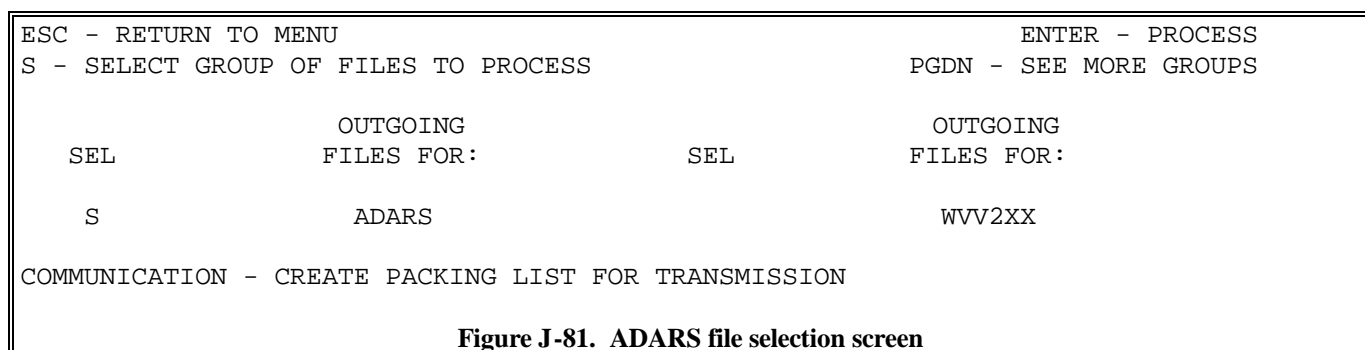


Figure J-80. Transmission menu

(3) **Tab** to **SEND MANUAL TRANSMISSION**. Press **Enter** Figure J-81 appears.



(4) Select **ADARS**. Press **Enter**. Figure J-82 appears.

| | | |
|--|----------------------------|------------------------------|
| ESC - RETURN TO MENU | F5 - PREV SCREEN | ENTER - UPDATE TRANSMIT CODE |
| F6 - UPDATE TRANS CODE/PROCEED WITH TRANSMISSION | PGDN - DISPLAY ADD'L FILES | |

OUTGOING FILES FOR ADARS

| TRANSMIT ACTION CODE | FILE TO TRANSMIT | ADDRESSEE | FILE CREATE DATE | PHYSICAL FILE (WORKING DIR) | MIC OF ORIGIN | TRANS RETURN CODE |
|----------------------------|---------------------|-----------|------------------------|--------------------------------|---------------------|-------------------------|
| D | VV29A503.ADR | USARC | 931006 | VV29A503.ZDR | WVV2XX | S |
| N | VV29A504.ADR | USARC | 931022 | VV29A504.ZDR | WVV2XX | S |
| S | VV29A505.ADR | USARC | 931104 | VV29A505.ZDR | WVV2XX | S |

VALID TRANSMIT CODES: S (SEND) : D (DELETE) : N (NO ACTION)
COMMUNICATION - CREATE PACKING LIST FOR TRANSMISSION

Figure J-82. Pay transaction file selection screen

(5) Figure J-82 displays all Pay Transactions files (.ADR files) on the hard drive. ADARS stores your Pay Transactions files in an "S" (send) status. You can transmit multiple Pay Transactions files at one time so select all the Pay Transactions files that you want to send. Type a "D" next to the Pay Transactions file if you want to delete the file. If you are not sure whether to transmit or delete the Pay Transactions file, type an "N" (no action). Press **Enter** after you have selected all of your Pay Transactions file(s). The remark "TRANSMIT CODES UPDATED - PRESS F6 TO PROCEED WITH TRANSMISSION" appears at the bottom of figure J-82. Press **F6**. ADARS uncompresses ("unzips") the Pay Transactions file(s) you selected. Figure J-83 appears.

ESC - RETURN TO MENU

Attempting to contact the Network Control Computer machine at USARC

ADARS Transmission Phone: 9,18002901249

TONE/PULSE OPTION IS CURRENTLY SET TO : **T** (T)ONE / (P)ULSE

To Change Options for this Call ONLY, type over the number above.

To Change the Default Options, You Must Change it in the Unit Data File.

ADARS - SEND MANUAL TRANSMISSION (HARD DRIVE)

Figure J-83. Telephone verification screen prior to transmission

(6) The phone number field is pre-filled with the ADARS phone number from the **UNIT DATA FILE**. If the ADARS phone number is incorrect or you want to change the phone number this time, type over the phone number (this does not change the phone number in the UNIT DATA FILE). Type in a **T** or **P**. A "T" indicates you use a touch tone phone and a "P" indicates you use a rotary phone. Press **Enter**. ADARS logs onto the ADARS CPC computer and transfers and processes your Pay Transactions file(s). Figure J-80 appears after transmission.

(7) Print the **ADARS TRANSMISSION SUMMARY REPORT** to verify transmission and on-line processing. ADARS deletes successfully transmitted Pay Transactions file(s) from the hard drive. If the transmission was unsuccessful, you need to schedule an unattended transmission or attempt to transmit manually from the hard drive again.

J-23. Manual Transmission from Floppy

a. "Manual Transmission From Floppy" is part of your **DISASTER RECOVERY PLAN (DRP)**. You would perform this function if you needed to transmit from another machine or if your MUSARC's finance NCO/Officer request you to retransmit a previously transmitted Pay Transactions file. The floppy disk we are referring to is the one you use during "CREATE/PRINT/PREPARE". ADARS **DOES NOT DELETE** the Pay Transactions file from your floppy disk after transmission. Remember, this floppy disk is your only backup of your Pay Transactions files, so store the floppy disk in a safe place!

b. To transmit manually from floppy diskette follow the procedures below:

From the CLAS main menu ...

- (1) **Tab** to **COMMO**. Press **Enter**.
- (2) **Tab** to **TRANSMISSION PROCEDURES**. Press **Enter**.
- (3) **Tab** to **DISKETTE TRANSMISSION (SEND/RECEIVE)**. Press **Enter**. Figure J-84 appears.

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|----|---------|------|
| PER | OPS | LOG | MOB | INT | TRN | RM | > COMMO | UTIL |
|-----|-----|-----|-----|-----|-----|----|---------|------|

| | |
|--|--|
| SCHEDULE UNATTENDED TRANSMISSIONS | |
| >TRANSMISSION PROCEDURES | |
| TRANSMIT UNATTENDED (SEND/RECEIVE) | |
| SEND MANUAL TRANSMISSION | |
| RECEIVE MANUAL TRANSMISSION | |
| >DISKETTE TRANSMISSIONS (SEND/RECEIVE) | |
| TRANSMIT A PACKET TO DISKETTE | |
| RECEIVE A PACKET FROM DISKETTE | |
| >TRANSMIT ADARS FROM DISKETTE | |

Figure J-84. Diskette transmission screen

(4) **Tab** to **TRANSMIT ADARS FROM DISKETTE**. Press **Enter**. Figure J-85 appears.

| | |
|----------------------|-----------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
|----------------------|-----------------|

ADARS Transmission Phone Number: **9,18002901249**
TONE/PULSE OPTION IS CURRENTLY SET TO : **T** (T)ONE / (P)ULSE

To Change Options for this Call ONLY, type over the number above.
To Change the Default Options, You Must Change it in the Unit Data File.

ADARS - MANUAL TRANSMISSION FROM DISKETTE

Figure J-85. Telephone verification screen prior to transmission

(5) The phone number field is pre-filled with the ADARS phone number from the UNIT DATA FILE. If the ADARS phone number is incorrect or you want to change the phone number this time, type over the phone number (this does not change the phone number in the UNIT DATA FILE). Type in a **T** or **P**. A "T" indicates you use a touch tone phone and a "P" indicates you use a rotary phone. Press Enter. Figure J-86 appears after transmission or attempted transmission.

| | |
|----------------------|-----------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
|----------------------|-----------------|

PLACE ADARS BACKUP DISKETTE INTO YOUR DRIVE
ENTER THE DRIVE LETTER OF THAT DRIVE: **A**
PRESS ENTER TO CONTINUE

ADARS - MANUAL TRANSMISSION FROM DISKETTE

Figure J-86. Instruction to insert floppy disk

(6) Insert the floppy disk into drive "A" or "B". Close the drive's door. Type in the drive's letter (A or B). Press **Enter**. Figure J-87 appears.

| | |
|-----------------------------------|--------------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
| S - SELECT FILE TO BE TRANSMITTED | TAB - SELECT FIELD |

| | | | | | | | |
|----------|--------------|-----|--------------|----------|--------------|----------|--------------|
| SEL | FILE NAME | SEL | FILE NAME | SEL | FILE NAME | SEL | FILE NAME |
| | VV29A501.ZDR | | VV29A502.ZDR | S | VV29A503.ZDR | S | VV29A504.ZDR |
| S | VV29A505.ZDR | | | | | | |

ADARS - MANUAL TRANSMISSION FROM DISKETTE

Figure J-87. Pay transaction file selection screen

(7) Figure J-87 displays the first 40 Pay Transactions files (.ZDR files) on the floppy disk. To display more Pay Transactions files press **Enter**. Figure J-87 appears again with more Pay Transactions files. ADARS stores your Pay

Transactions files "zipped" and password protected on the floppy disk in a hold status (can't be transmitted). Select the Pay Transactions file you want to transmit and type an "S" next to the file. You can transmit multiple Pay Transactions files at one time so select all the Pay Transactions files that you want to send. Press **Enter**. The selected Pay Transactions files are uncompressed ("unzipped"). ADARS logs onto the ADARS CPC computer and transfers and processes your Pay Transactions file(s). After completion of transmission, you select an output device (printer or screen). Figure J-88 appears or prints and ADARS returns to menu.

| | | | |
|-----------------------------|------|---|--------------|
| PAGE | 1 | | |
| TRANSMIT FROM DISKETTE | | | |
| TRANSMISSION RESULTS REPORT | | | |
| ----- | | | |
| ADARS | PASS | TRANSMISSION | TRANSMISSION |
| PAYFILE | FAIL | MESSAGE | DATE/TIME |
| ----- | | | |
| vv29a503.adr | PASS | File Accepted-TL Transmitted Previously | 93111011:47 |
| vv29a504.adr | PASS | File Accepted-Passed all Validations | 93111011:47 |
| vv29a505.adr | FAIL | file exists in daily dir - rejected | 93111011:47 |

Figure J-88. Floppy diskette transmission summary report

(8) Figure J-88 is an example of the Transmission Results Report from Diskette. The report displays the ADARS files transmitted, PASS or FAIL results, transmission results message and a date and time of transmission. ADARS **DOES NOT** delete the successfully transmitted Pay Transactions file(s) from the floppy disk. For an unsuccessful transmission (FAIL), a message displays giving you a reason for the unsuccessful transmission.

J-24. ADARS Transmission Summary Report

a. You can generate a ADARS TRANSMISSION SUMMARY REPORT for any day you have attempted transmission. The ADARS TRANSMISSION SUMMARY REPORT tells you if the Pay Transactions file(s) successfully transmitted and processed. The ADARS TRANSMISSION SUMMARY REPORT also provides you information if your Pay Transactions file(s) failed to transmit or process successfully. You print the ADARS TRANSMISSION SUMMARY REPORT after every unattended transmission or manual transmission from hard drive.

(NOTE: Observing your transmission will not tell you if your Pay Transactions file transmitted and processed successfully. Only the ADARS TRANSMISSION SUMMARY REPORT will inform you of successful transmission and processing.)

b. To generate a ADARS TRANSMISSION SUMMARY REPORT follow the procedures below.

From the CLAS main menu ...

(1) **Tab** to **COMMO**. Press **Enter**.

(2) **Tab** to **TRANSMISSION REPORTS**. Press **Enter**. Figure J-89 appears.

| | | | | | | | | |
|-----|-----|-----|-----|-----|-----|----|---------|------|
| PER | OPS | LOG | MOB | INT | TRN | RM | > COMMO | UTIL |
|-----|-----|-----|-----|-----|-----|----|---------|------|

| |
|-----------------------------------|
| SCHEDULE UNATTENDED TRANSMISSIONS |
| TRANSMISSION PROCEDURES |
| MAINTENANCE PROCEDURES |
| >TRANSMISSION REPORTS |

| |
|---------------------------------------|
| >ADARS TRASMISSION SUMMARY REPORT |
| TRANSMISSION RESULTS REPORT GENERATOR |
| TRANSMISSION DETAIL REPORT |
| TRANSMISSION SUMMARY REPORT |
| RECEIVED FILE LISTING REPORT |
| DETAIL REPORT FOR FILES SENT RECD |
| FILES AWAITING TRANSMISSION |

Figure J-89. Transmission reports menu

- (3) Select to **ADARS TRANSMISSION SUMMARY REPORT**. Press **Enter**.
- (4) **Select** output options (**Screen, Printer or Floppy**). Press **Enter**. Figure J-90 appears.

| | |
|--|-----------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
| <p>ENTER A TRANSMISSION DATE</p> <p>- OR -</p> <p>LEAVE THE DATE BLANK TO REPORT ALL TRANSMISSIONS</p> <p>WITHIN THE LAST 45 DAYS</p> <p>TRANSMISSION DATE: 931110 (YMD)</p> <p>ADARS TRANSMISSION SUMMARY REPORT</p> | |

Figure J-90. Date of transmission

(5) Type in the date (**YYMMDD**). Press **Enter**. An ADARS Transmission Summary Report similar to figure J-91 is printed.

| | |
|---|---|
| PAGE 1 | TRANSMISSION DETAILS FOR TRANSMISSION DATE 93/11/10 RECORDED ACTIONS |
| <div style="border-top: 1px dashed black; margin-top: 10px;"></div> <pre> ***** * TRANSMISSION ON 93/11/10 AT 1455 * * TRANSMISSION FILE NAME VV29A505.ADR * * HAD A MSG OF * * SUCCESSFULL TRASMISSION * * File Accepted - Passed all Validations * ***** </pre> | |

Figure J-91. Sample ADARS transmission summary report

(6) The ADARS TRANSMISSION SUMMARY REPORT (fig J-91) displays the scheduled transmission date, scheduled transmission time, Pay Transactions file name and if transmission was successful. The ADARS TRANSMISSION SUMMARY REPORT also attempts to explain why your transmission(s) failed.

Section VI Maintenance

J-25. Maintain Unit Information

a. There may be times, while in ADARS, that the ADARS information contained in the UNIT DATA FILE needs updating. The MAINTAIN UNIT INFORMATION module lets you edit the ADARS information fields contained in the UNIT DATA FILE without leaving ADARS. ADARS uses the ADARS information contained in the UNIT DATA FILE to fill ADARS input screens, forms and reports. Remember: This is a maintenance module for the UNIT DATA FILE. You **MUST** first add your UNIT DATA FILE information using the UNIT DATA FILE module located within UTILITIES. Do not use this module to by-pass your initial updating of the UNIT DATA FILE.

b. To perform ADARS maintenance follow these procedures.

From the ADARS main menu ...

- (1) **Tab** to **MAINTENANCE** and press **Enter**. Figure J-92 appears.

| | | | | | | | |
|------------|--|------------|--|---|--|--------------|--|
| | | | | <div> <div>> ADARS</div> </div> | | | |
| SCHEDULING | | ATTENDANCE | | REPORTS | | >MAINTENANCE | |
| | | | | <div> <div>>MAINTAIN UNIT INFORMATION</div> <div>DELETE FISCAL YEAR</div> <div>RECREATE TL</div> <div>RECREATE INDIVIDUAL TRANSACTION</div> </div> | | | |

(2) **Tab** to **MAINTAIN UNIT INFORMATION** and press **Enter**. Figure J-93 appears.

(3) Select **MACHINE ID** if you want to change phone numbers (fig J-94 appears) otherwise select a unit UIC. Press **Enter**. Figure J-95 appears.

(4) Type over the phone information you want to change. Press Enter. Figure J-93 appears again with the message **"MACHINE SPECIFIC INFORMATION UPDATED FOR WV2XX"**.

```

ESC - Return to UTILITIES Menu                                ENTER - Process
F5 - PREVIOUS SCREEN (NO PROCESSING)                        F6 - FORCE TRANSACTION

Unit ID      : WV299

Unit Name    : 1/80 DIV, HHC                                Commander : I.M. BOSS
Street      : 520 WETZEL ST
City        : ATLANTA                                       State      : GA      ZIP Code   : 303031000

UNIT DATA FILE MAINTENANCE

```

Figure J-95. Unit data file maintenance screen #1

(5) Type over the information you want to change. Press **Enter**. Figure J-96 appears.

```

ESC - Return to UTILITIES Menu                                ENTER - Process
F5 - PREVIOUS SCREEN (NO PROCESSING)

STRIPS POC   : SFC LEROY GILFORD                            Originator Code: 4CB35

Unit Type    : O (S-School / H-Headquarters Element / O-Other)

ADARS Information:

PAY UIC: WV299  SITE ID: R8                                Document Number: 001
PAY OFFICER   : I.M. BOSS                                RANK: COL      BRANCH: IN
PAY TECHNICIAN : DON HARVY                                RANK: GS6
POSITION      : UNIT ADMINISTRATOR

1058 Defaults:

FICA %: .0675  Per Diem Rate: 068  Rental Car Rate: 35  Mileage Rate: .0025
Signature Block:                                Records Custodian:
I.M. BOSS, COL, IN                                KAREN L. RIGGS, SGT, NCOIC

UNIT DATA FILE MAINTENANCE

```

Figure J-96. Unit data file maintenance screen #2

(6) Type over the information you want to change. Press **Enter**. The computer updates the information and figure J-93 appears again with the message "**UNIT INFORMATION UPDATED FOR WV299**". You can select another unit to update or press **ESC** to return to the MAINTENANCE menu.

J-26. Delete Fiscal Year

a. ADARS requires unit and individual attendance information be kept for the current and previous fiscal year. All ADARS information older than the current fiscal year and previous fiscal year are obsolete. The procedures outlined in this module guide you in deleting obsolete ADARS information.

(NOTE: To remove a soldier from ADARS you delete the soldier from the PERSONNEL database. Go to PERSONNEL FILE MAINTENANCE within the PERSONNEL module and delete the soldier.)

b. To delete obsolete ADARS information follow the steps below.
From the ADARS main menu ...

(1) **Tab** to MAINTENANCE. Press **Enter**. Figure J-97 appears.

| | | | |
|------------|------------|---------------------------------|--------------|
| | | | > ADARS |
| SCHEDULING | ATTENDANCE | REPORTS | >MAINTENANCE |
| | | MAINTAIN UNIT INFORMATION | |
| | | >DELETE FISCAL YEAR | |
| | | RECREATE TL | |
| | | RECREATE INDIVIDUAL TRANSACTION | |

Figure J-97. Maintenance menu

(2) **Tab** to **DELETE FISCAL YEAR**. Press **Enter**. Figure J-98 appears.

| | |
|--|--------|
| ESC - RETURN TO MENU | |
| UNIT SELECTION SCREEN | |
| Place an 'S' next to the Unit you wish to select | |
| ALL | WVV299 |
| S WV29A | WVV29B |
| UNIT CODE SELECTION | |

Figure J-98. Unit selection screen

(3) Select the unit you want to delete information on. Press **Enter**. Figure J-9 appears.

| | | |
|---|-------------------------|-----------------|
| ESC - RETURN TO MENU | F2 - DELETE FISCAL YEAR | F5 - SELECT UIC |
| PURGE THE SCHEDULE AND ATTENDANCE INFORMATION FROM THE FILES | | |
| ENTER THE FISCAL YEAR TO PURGE: 1991 | | |
| +-----+ | | |
| IT IS RECOMMENDED THAT YOU HAVE A BACKUP | | |
| BEFORE COMPLETING THIS ACTION | | |
| +-----+ | | |
| PURGE FISCAL YEAR | | |

Figure J-99. Select fiscal year to purge

(4) Figure J-99 displays the most current fiscal year you can delete information. You have two options. Press **F2** to delete all attendance information for the identified fiscal year or you can type in a new fiscal year and press **F2**. Figure J-100 appears.

| | |
|---|---|
| F2 - DELETE FISCAL YEAR | ANY OTHER KEY - ABORT DELETE/GO PREV SCREEN |
| WARNING: PRESSING F2 WILL PERMANENTLY DELETE THE INFORMATION IN THE ATTENDANCE FILE, THE DA-1380 FILE, AND THE TRAINING SCHEDULE FILE FOR THE FISCAL YEAR: 1991 | |
| +-----+ | |
| IT IS RECOMMENDED THAT YOU HAVE A BACKUP | |
| BEFORE COMPLETING THIS ACTION | |
| +-----+ | |
| PURGE FISCAL YEAR | |

Figure J-100. Warning screen prior to purge

(5) Figure J-100 displays a final warning. Press **ESC** to abort the delete process and return to figure J-99. Press **F2** to begin the delete process. Figure J-99 appears after completion of the delete process with the message **"DATA DELETED FROM ATTENDANCE, DA-1380, AND SCHEDULE FILES FOR 1991"**.

(6) Press **F5** to select another unit to delete information on or press **ESC** to return to the MAINTENANCE menu (fig J-97).

J-27. Recreate TL

a. There are times when you need to recreate a previously transmitted Pay Transactions file (referred to as a TL). You recreate a Pay Transactions file when ADARS CPC receives a damaged Pay Transactions file from you and you damaged or lost the backup copy of the Pay Transactions file. When this occurs you have to recreate a copy of the original Pay Transactions file from your IDT history file.

(NOTE: The only difference between the original Pay Transactions file and the recreated copy would be individual pay transactions resubmitted under a subsequent Pay Transactions file.)

b. To recreate a Pay Transactions file follow the procedures below.

From the ADARS main menu ...

(1) **Tab** to **MAINTENANCE**. Press **Enter**. Figure J-101 appears.

| | | | | | |
|------------|------------|---------|---------------------------------|---------|--|
| | | | | > ADARS | |
| SCHEDULING | ATTENDANCE | REPORTS | >MAINTENANCE | | |
| | | | MAINTAIN UNIT INFORMATION | | |
| | | | DELETE FISCAL YEAR | | |
| | | | >RECREATE TL | | |
| | | | RECREATE INDIVIDUAL TRANSACTION | | |

Figure J-101. Maintenance menu

(2) **Tab** to **RECREATE TL**. Press **Enter**. Figure J-102 appears.

| | |
|--|-----------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
| <p>This function will recreate a specific TL for the Pay UIC you Select. Please enter the following information about the file you wish to recreate:</p> | |
| <p>Pay UIC : WV29A</p> | |
| <p>TL you wish to recreate : 505</p> | |
| <p>NOTE: The TL you selected will be recreated exactly as the original. The only difference will be any transactions resubmitted under a subsequent TL.</p> | |

Figure J-102. Recreate TL screen

(3) Type in the pay UIC and TL number for the Pay Transactions file you want to recreate. Press **Enter**. Figure J-103 appears.

| |
|--|
| <p>4 TRANSACTIONS RECREATED FOR TL 505 PAY UIC WV29A</p> <p>Press ENTER to Continue Processing</p> |
|--|

Figure J-103. Verification of recreated TL

(4) ADARS reviewed all drill attendance data (both unit and individual) in the IDT history file and identified those items with the same pay UIC and TL number. ADARS recreated the Pay Transactions file exactly as the original including the same TL number. Figure J-103 displays the number of pay transactions recreated. Press Enter to continue the process.

(5) Select output options (**Screen or Printer**). Press **Enter**.

(6) ADARS generates and prints a Pay Transactions Report on the recreated Pay Transactions file. Figure J-104 is a sample of a recreated Pay Transactions Report. You need to sign the recreated Pay Transactions Report and save it with the original Pay Transactions Report filed in the IDT Performance package (MARKS **37-103dd**).

```
PAGE 1

RECREATED PAY TRANSACTIONS
DATE RECREATED : 11/06/92
PAS NUMBER: R8VV29A0
DOCUMENT NUMBER: 505

TRANSACTION
-----
A023758876MARK 9211030210301103121031      N11RE14R8VV29A0ANB11311
A240159891RABBI9221002                      B21RE11R8VV29A0ANB11311

UNIT SIGN-IN ROSTERS AND OR DA FORM 1380
SUBSTANTIATING PERFORMANCE OF ALL DUTY SUBMITTED
ON THIS TRANSMITTAL ARE ON FILE.

-----
DON HARVY, GS6
UNIT ADMINISTRATOR
```

Figure J-104. Sample recreated pay transactions report

(7) Next ADARS recreates your transmission file and assigns your transmission file the same TL number as the original transmission file. Figure 105 is an example.

```
preparing file(s) for transmission ... please wait
THE FOLLOWING FILES CREATED FOR TRANSFER:
VV29A505
PLACE FORMATTED DISK IN DRIVE A:
Press any key to continue . . .
```

Figure J-105. Example of pay transaction file being recreated

(8) Insert a formatted floppy disk into the A: drive. Close the "A" drive's door. Press any key. ADARS creates a password protected "ZIP" file for each transmission file(s) and copies the "ZIP" file(s) onto the hard drive and floppy disk. The floppy disk copy of your transmission file(s) is your backup. Store the floppy disk in a safe place. Save the transmission files on the floppy disk for **60** days. You use the floppy disk during implementation of the Disaster Recovery Plan (DRP), formally known as the Continuity of Operations Plan (COOP). When the process is complete you return to figure J-102.

J-28. Recreate Individual Transaction

a. There are times when you may need to recreate a soldier's pay transaction. Example, you recreate a soldier's pay transaction when the original pay transaction sent to DFAS-IN rejects because the soldier has no Master Military Pay Account (MMPA) at DFAS-IN. To correct the problem you will first establish an MMPA at DFAS-IN for the soldier. Second, you recreate the soldier's rejected pay transaction. Third, you create (using CREATE/PRINT/PREPARE TXNS) a new Pay Transactions file containing the soldier's recreated pay transaction. Fourth, you transmit the new Pay Transactions file. You can also use RECREATE INDIVIDUAL TRANSACTION to correct a soldier's pay status (change pay to non-pay) or drill code (change RST to RMA) after you created the Pay Transactions file. This feature will help you maintain accurate drill attendance history (DA Form 1379 and IDT History Report).

b. To recreate an soldier's pay transaction follow the procedures below.

From the ADARS main menu ...

(1) **Tab** to **MAINTENANCE**. Press **Enter**. Figure J-106 appears.

| | | | | |
|------------|------------|--|--------------|--|
| | | | > ADARS | |
| SCHEDULING | ATTENDANCE | REPORTS | >MAINTENANCE | |
| | | MAINTAIN UNIT INFORMATION DELETE FISCAL YEAR RECREATE TL <u>>RECREATE INDIVIDUAL TRANSACTION</u> | | |

Figure J-106. Maintenance screen

(2) **Tab** to **RECREATE INDIVIDUAL TRANSACTION**. Press **Enter**. Figure J-107 appears.

| | | | |
|--|-----------------------|--------|-----------------|
| ESC - RETURN TO MENU | UNIT SELECTION SCREEN | | ENTER - PROCESS |
| Place an 'S' next to the Unit you wish to select | | | |
| ALL | | WVV299 | |
| S WV29A | | WVV29B | |
| ADARS - RECREATE INDIVIDUAL TRANSACTIONS DATA | | | |

Figure J-107. Unit selection screen

(3) Select the unit you want to recreate soldier's pay transactions on. Press **Enter**. Figure J-108 appears.

| | | |
|---|---------------------|-----------------|
| ESC - RETURN TO MENU | F5 - SELECT NEW UIC | ENTER - PROCESS |
| PLEASE ENTER - | | |
| SOCIAL SECURITY NUMBER : 123456789 | | |
| DUTY DATE : 921103 (YYMMDD) | | |
| DUTY PERIOD (1-AM, 2-PM) : 2 | | |
| ADARS - RECREATE INDIVIDUAL TRANSACTIONS DATA | | |

Figure J-108. Recreate individual transaction entry #1

(4) Type in the soldier's SSN, duty date and attendance period (1 = AM or 2 = PM). Press **Enter**. Figure 109 appears.

| | | |
|---|------------------------------|-----------------|
| ESC - RETURN TO MENU | F5 - PREV SCREEN (NO ACTION) | ENTER - PROCESS |
| UIC AND SSN : WV29A 123456789 FISCAL YEAR : 1993 MONTH : 11 | | |
| PERIOD : 2 TRANSACTION DOC : 505 TRANSACTION DATE : 921103 | | |
| RECREATE THIS TRANSACTION DATA? (Y/N) : N | | |
| ADARS - RECREATE INDIVIDUAL TRANSACTIONS DATA | | |

Figure J-109. Recreate individual transaction entry #2

(5) If this is the correct pay transaction you want to recreate then type in **Y**. Press **Enter**. ADARS recreates the pay transaction and returns to figure J-108. Press **F5** if this is an incorrect pay transaction. Figure J-108 appears. Press **ESC** when you are through recreating soldier's pay transactions. You return to the MAINTENANCE menu (fig J-106). Now you can go to ATTENDANCE or SCHEDULING and modify the soldier's recreated pay transactions (change the pay status or drill code) or go to CREATE/PRINT/PREPARE TXNS to process the recreated pay transactions.

Section VII Reports

J-29. General

You can generate and print two reports from ADARS. Both reports are optional. Both reports have the output options of screen, printer or down load to floppy disk. Also, ADARS provides drill attendance information to the PERSONNEL REPORTS module (within PERSONNEL) so you can generate and print **'U' LETTERS** and **DA FORM 1379s**.

J-30. TL History Report

a. The TL History Report has six sort options (handy when looking for a problem). One of the most important features of the TL History Report is its reporting of drill attendance data by pay technician (an audit trail). You can also use the TL History Report to determine when a soldier's drill attendance transmitted or on what TL number. The TL History Report accumulates the drill attendance as your soldiers perform duty. So, at year end it shows all drill attendance transmitted on each soldier. Obviously the TL History Report becomes very lengthy.

b. To generate and print a "TL HISTORY Report" follow the procedures below.

From the ADARS main menu ...

(1) **Tab** to **REPORTS**. Press **Enter**. Figure J-110 appears.

| | | | | | | | |
|------------|--|------------|--|--------------------|--|-------------|--|
| | | | | > ADARS | | | |
| SCHEDULING | | ATTENDANCE | | >REPORTS | | MAINTENANCE | |
| | | | | >TL HISTORY REPORT | | | |
| | | | | IDT HISTORY REPORT | | | |

Figure J-110. Reports menu

(2) **Tab** to **TL HISTORY REPORT**. Press **Enter**.

(3) Select output options (**Screen, Printer or Floppy**). Press **Enter**. Figure J-111 appears.

| | | | | | |
|--|--|----------------|--|-----------------------|--|
| ESC - RETURN TO MENU | | | | ENTER - PROCESS | |
| UNIT SELECTION SCREEN | | | | | |
| Place an 'S' next to the Unit you wish to select | | | | | |
| ALL | | WVV299 | | HHC, 1/80 DIV | |
| S WVV29A | | A CO, 1/80 DIV | | WVV29B B CO, 1/80 DIV | |
| UNIT SELECTION | | | | | |

Figure J-111. Unit selection menu

(4) Select the unit you want to generate a TL History report on. Press **Enter**. Figure J-112 appears.

| | | | | | |
|--|--|---------------------|--|-----------------|--|
| ESC - RETURN TO MENU | | F5 - SELECT NEW UIC | | ENTER - PROCESS | |
| TL HISTORY REPORT | | | | | |
| A. Sort Report by NAME within SECTION. | | | | | |
| B. Sort Report by SSN within SECTION. | | | | | |
| C. Sort Report by NAME for ALL SSN. | | | | | |
| D. Sort Report by SSN for ALL SSN. | | | | | |
| E. Sort Report by SECTION for ALL SSN. | | | | | |
| F. Sort Report for single SSN | | | | | |
| Please enter your selection: C | | | | | |
| For the Fiscal Year: 1993 | | | | | |

Figure J-112. Sort selection menu

(5) Select a sort option. Type in the letter that represent the sort option. ADARS defaults to current fiscal year. Press **Enter** to process or type in another fiscal year. Press **Enter**. ADARS prints a TL History report similar figure J-113.

| | | | | | | | |
|---------------------------|-----------|-------------------------|------|--------------|-------------------------|----|-----|
| FISCAL YEAR: 1993 | | TL HISTORY | | | PAGE: 1 | | |
| | | (FOR OFFICIAL USE ONLY) | | | DATE PREPARED: 11/10/92 | | |
| UNIT NAME: A CO, 1/80 DIV | | | | | | | |
| UNIT ID: WVV29A | | | | | | | |
| NAME | SSN | TL | TECH | TRAN DATE | DUTY DATE | DC | UTA |
| ---- | --- | -- | ---- | ---- | ---- | -- | --- |
| JONES HARRY M | 123456789 | 501 | HMJ | 92/10/05 | 92/09/29 | 91 | 1 |
| | | | | | 92/09/30 | 91 | 1 |
| | | 505 | HMJ | 92/11/03 | 92/10/29 | 11 | 1 |
| | | | | | 92/10/31 | 11 | 1 |
| | | 507 | DEH | 92/11/10 | 92/11/08 | 11 | 2 |
| | | | | | 92/11/09 | 11 | 2 |
| | | | | | 92/10/03 | 21 | 1 |

Figure J-113. Sample TL history report

(6) The TL History Report displays the soldier's name, SSN, the TL number, the pay technician who created the TL, the transmission date, the duty date, the type of drill performed and the number of UTAs performed that day.

J-31. IDT History Report

a. The IDT History Report has eight sort options, including a single soldier sort option. The IDT History Report accumulates the drill attendance as your soldiers perform drill. So, use the IDT History Report to reconcile your soldier's drill attendance to the **UH022-2405 History Report** (you receive monthly from DFAS-IN). This way you can prevent future pay problems before they occur. The IDT History Report keeps track of soldiers drill performance by drill code. This makes the report handy for determining how many drills a soldier performed per drill code. The IDT History Report can also print your unit's cumulative drill performance by month or YTD (an item you report to higher headquarters).

b. To print an IDT History Report follow the procedures below.

From the ADARS main menu ...

(1) **Tab** to **REPORTS**. Press **Enter**. Figure J-114 appears.

| | | | | | |
|------------|------------|----------|--|---------------------|--|
| | | | | > ADARS | |
| SCHEDULING | ATTENDANCE | >REPORTS | | MAINTENANCE | |
| | | | | TL HISTORY REPORT | |
| | | | | >IDT HISTORY REPORT | |

Figure J-114. Reports menu

(2) **Tab** to **IDT HISTORY REPORT**. Press **Enter**.

(3) **Select** output option (**Screen, Printer or Floppy**). Press **Enter**. Figure J-115 appears.

| | | | |
|--|----------------|-----------------|----------------|
| ESC - RETURN TO MENU | | ENTER - PROCESS | |
| UNIT SELECTION SCREEN | | | |
| Place an 'S' next to the Unit you wish to select | | | |
| ALL | | WVV299 | HHC, 1/80 DIV |
| S WVV29A | A CO, 1/80 DIV | WVV29B | B CO, 1/80 DIV |
| UNIT SELECTION | | | |

Figure J-115. Unit selection screen

(4) Select the unit you want to print an IDT History Report on. Press **Enter**. Figure J-116 appears.

```

ESC - RETURN TO MENU          F5 - SELECT NEW UIC          ENTER - PROCESS

                                IDT HISTORY REPORT

A.  Sort Report by NAME within SECTION.
B.  Sort Report by SSN within SECTION.
C.  Sort Report by NAME for ALL SSN.
D.  Sort Report by SSN for ALL SSN.
E.  Sort Report by SECTION for ALL SSN.
F.  Sort Report by SSN for single SSN
G.  Unit Summary of IDT Performance - MTD Totals.
H.  Unit Summary of IDT Performance - YTD Totals.

Please enter your selection:  C

                                For the Fiscal Year:  1993

                                Figure J-116. IDT history sort options

```

(5) Select a sort option. Type in the letter that represent the sort option. ADARS defaults to current fiscal year. To change fiscal year you type over the current fiscal year. Press **Enter**. Set your printer for **CONDENSED** or **17 PITCH** print! ADARS prints an IDT History Report similar figure J-117.

(6) The IDT History Report (example on figure J-117) displays its information in a "calendar format" similar to the UH022-2405 History Report. Calendar days display across the top and months down the left side. The drills performed display within the matrix, utilizing the first digit of the drill codes (UTA = **1**, ET = **2**, AFTP = **3**, ATA = **4**, AAUTA = **5**, AANT = **6**, RMA = **9**) to represent duty performance. Each digit on the IDT History Report represents a period of duty performed and what type of duty.

(Examples: In fig J-117 the "01" for 2 October 1992 represents no performance in the first period and a UTA performed in the second period. The "11" for 3 October 1992 represents two UTAs performed. The "90" for 15 October 1992 represents an RMA performed for the day.)

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|----|----|----|----|---------|----|-------|----|----|-------------------------|----|-------|----|-------|----|-------|----|-------|----|-------------------------|----|----|----|----|----|----|----|----|----|----|----|-------|
| FISCAL YEAR: 1993 | | | | | | | | | | IDT HISTORY | | | | | | | | | | PAGE: 1 | | | | | | | | | | | | |
| | | | | | | | | | | (FOR OFFICIAL USE ONLY) | | | | | | | | | | DATE PREPARED: 11/02/92 | | | | | | | | | | | | |
| UNIT NAME: A CO, 1/80 DIV | | | | | | | | | | | | | | | | | | | | UNIT ID: WV29A | | | | | | | | | | | | |
| NAME: RABBIT ROGER LEE | | | | | | | | | | | | | | | | | | | | SSN: 240159891 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MONTH | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTAL |
| OCT | 44 | 01 | 11 | 11 | 10 | | | | | | | 22 | | | 90 | 90 | 90 | 90 | 90 | | | | | | 66 | | | | | | 55 | 19 |
| NOV | 55 | | | | | | 11 | 11 | | | | | | | 22 | | | | | | | | | | | | | | | | | 8 |
| DEC | | | | | 11 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | 4 |
| JAN | | 11 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 4 |
| FEB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | UTA/RST | | ET | | | AFTP | | ATA | | AAUTA | | AANT | | RMA | | | | | | | | | | | | | | |
| | | | | | 11(2) | | 21(K) | | | 31(3) | | 41(A) | | 51(C) | | 61(D) | | 91(H) | | | | | | | | | | | | | | |
| AUTHORIZED: | | | | | 48 | | 4 | | | <u>48</u> | | 12 | | 6 | | 4 | | 24 | | | | | | | | | | | | | | |
| PERFORMED: | | | | | 18 | | 4 | | | <u>0</u> | | 2 | | 4 | | 2 | | 5 | | | | | | | | | | | | | | |

Figure J-117. Sample IDT history report

Figure J-117. Sample IDT history report

J-32. 'U' LETTER

a. You will find the 'U' Letter Report in the PERSONNEL module under PERSONNEL REPORTS. The ADARS's IDT history file provides all drill attendance data with 'Us' to the 'U' Letter Report module.

b. To print 'U' letters follow the steps below.

From the CLAS main menu ...

- (1) **TAB** to **PER**. Press **Enter**.
- (2) Select **PERSONNEL REPORTS**. Press **Enter**.
- (3) Select **'U' LETTER**. Press **Enter**. Figure J-118 appears.

| | | |
|--|-----------------------|-----------------|
| ESC - RETURN TO MENU | UNIT SELECTION SCREEN | ENTER - PROCESS |
| Place an 'S' next to the Unit you wish to select | | |
| ALL | | WVV299 |
| S WVV29A | | WVV29B |
| REPORT SELECTION | | |

Figure J-118. Unit selection screen

- (4) Select the unit you want to print 'U' letters on. Press **Enter**. Figure J-119 appears.

| | |
|---|-----------------|
| ESC - Return to Menu | ENTER - Proceed |
| UNIT ID: WVV29A | |
| Please Enter Office Symbol: AFDK-COF-F | |
| (Do Not Center) | |

Figure J-119. Office symbol on 'U' letter

- (5) Type in your unit's office symbol if you have one. Press **Enter**. Figure J-120 appears.

| | |
|---|------------------------|
| ESC - RETURN TO MENU | ENTER - Process |
| SSN: 123-45-6789 | NAME: JONES HARRY M |
| DATE OF LAST 'U' LETTER: 920906 | |
| TOTAL U'S FOR 12 MONTH PERIOD: 7 | |
| Unexcused Absences Accumulated for the most recent Drill Month | |
| PERIOD: 1 DATE: 921003 | PERIOD: 2 DATE: 921003 |
| PERIOD: 1 DATE: 921004 | PERIOD: 2 DATE: 921004 |
| PERIOD: DATE: | PERIOD: DATE: |
| DO YOU WISH TO PROCESS 'U' LETTER FOR THIS INDIVIDUAL (Y/N): Y | |
| 'U' LETTER | |

Figure J-120. 'U' letter history (by individual)

(6) Figure J-120 displays the date of the last 'U' letter printed, date of the last 'U' and the total number of 'Us' for the last 12 months. If the total number of 'Us' displayed is incorrect, type in the correct number of 'Us'. Type in a **Y**. Press **Enter** to print a 'U' letter. Type in an **N** to skip to the next soldier with a 'U'. Press **ESC** when are through printing 'U' letters. The system returns to the PERSONNEL REPORTS menu. A sample 'U' letter is figure J-121.

(NOTE: The soldier's home address on the 'U' letter comes from the PERSONNEL database. The commander's signature block comes from the UNIT DATA FILE.)

DEPARTMENT OF THE ARMY
HHC, 1/80 DIV
520 WETZEL ST
ATLANTA, GA 30303-1000

AFKD-COF-F (135-91)

92/10/10

MEMORANDUM FOR PVT JONES HARRY M , WOODSIDE APT H-1
WEST PALM BEACH, FL 339026000

SUBJECT: LETTER OF INSTRUCTIONS -- UNEXCUSED ABSENCE

1. Attendance records for this unit show that you were absent from the scheduled unit training assembly (UTA) or multiple training assembly (MUTA) for **1 92/10/03 2 92/10/03 1 92/10/04 2 92/10/04.**
2. Under AR 135-91, you are required to attend all scheduled unit training assemblies and annual training periods. In addition, you are required to participate in a satisfactory manner with regard to proper military appearance and performance of assigned duties.
3. Unless the absences indicated in paragraph 1 are excused, you will have accrued **7** unexcused absences within a 1 year period. The 1 year period begins on the date you incur your first unexcused absence.
4. Absences from training assemblies may be excused only for reasons of sickness, injury, emergency or other circumstances beyond your control. If your absences was for one of these reasons, you should furnish this unit an appropriate affidavit or certification by a doctor, medical officer, or other person(s) having specific knowledge of the emergency circumstances, requesting that it be excused. Your absence cannot be excused unless your request, and affidavit or certificate, are received within 15 days of the date you receive this letter.
5. You will be notified in writing within 10 days after receipt of your request as to whether the absence has been excused.
6. If you have family responsibilities that are causing a hardship or if your civilian job is of critical importance to the national or community health, safety, or interest, you should contact me so that I can advise and assist you in the proper procedures to resolve these problems.
7. As you are aware, if you accumulate 9 unexcused absences within a 1-year period, you become an unsatisfactory participant and may be transferred to the Individual Ready Reserve (IRR) per AR 140-10 for the balance of your obligation. Statutorily obligated USAR officers who were ROTC scholarship recipients or participants in the Active Army FY 88 Early Out Program will not be transferred to the IRR for unsatisfactory participation. These officers will be considered for separation under AR 135-175. Eligibility for an incentive prescribed by AR 135-7 terminates when a soldier becomes an unsatisfactory participant.
8. I hope that as a result of this letter you will take immediate steps to improve your attendance.
9. The next scheduled training assembly for this unit is **92/11/07.**

I M BOSS
COL, IN, USAR
COMMANDING

Figure J-121. Sample 'U' letter

J-33. DA Form 1379

a. You will find the DA FORM 1379 report in the PERSONNEL module under PERSONNEL REPORTS. To print a correct DA Form 1379 you must first perform 1379 FILE MAINTENANCE, located in PERSONNEL FILE MAINTENANCE. You will have to perform maintenance on the front and back side of the DA Form 1379. The ADARS's IDT history file provides all drill attendance data for the DA Form 1379. AR 140-185 gives detail information on how to complete a DA Form 1379.

b. To perform **1379 FILE MAINTENANCE (FRONT)** follow the steps below.

From the CLAS main menu ...

- (1) **TAB to PER.** Press **Enter**.
- (2) Select **PERSONNEL FILE MAINTENANCE.** Press **Enter**.
- (3) Select **1379 FILE MAINTENANCE.** Press **Enter**.
- (4) You have two options, 1379 MAINTENANCE (FRONT) and 1379 MAINTENANCE (BACK). Select **1379 MAINTENANCE (FRONT)** first. Press **Enter**. Figure J-122 appears.

| | | |
|--|-----------------------|-----------------|
| ESC - RETURN TO MENU | UNIT SELECTION SCREEN | ENTER - PROCESS |
| Place an 'S' next to the Unit you wish to select | | |
| ALL | S WCLASS | |
| WVV299 | WVV29A | |
| WVV29B | | |
| SELECT UIC - 1379 MAINTENANCE | | |

Figure J-122. Unit selection screen (1379 Maintenance-Front)

(5) Select the unit you want to perform 1379 MAINTENANCE (FRONT) on. Press **Enter**. Figure J-123 appears.

| | | |
|--|----------------------|-----------------|
| ESC - Return to Menu | F5 - Previous Screen | ENTER - Process |
| F6 - Anticipated Gains and Assignments | | |
| Unit ID : WCLASS | | |
| FISCAL Year : 1993 | | |
| Month : APR | | |

Figure J-123. Fiscal year and month (1379 Maintenance-Front)

(6) Type in the Fiscal Year and month. Press **Enter**. Figure J-124 appears. Press **F6** to "Gain" soldiers. Figure J-125 appears.

| | | |
|---|----------------------|-----------------------|
| ESC - Return to Menu | F5 - Previous Screen | ENTER - Process |
| Name: | Drill Attendance: | Remarks: |
| JOHNIGAN SCOTT RICHARD | 02 03 04 | |
| | 14 15 | P 29 APR 93 F1 |
| SSN: 121212121 Rank: 2LT | S S R R | P 30 APR 93 F1 |
| | 13 14 15 | P 24 APR 93 Y1 |
| | S S S U R R | |
| Comments: | | |
| RPT TO ASSEMBLY 13 APR 93 WITH IMPROPER HAIR CUT | | |

Figure J-124. Sample comment for "U" (1379 Maintenance-Front)

(7) Soldiers appear on screen in SSN order. Soldier's drills performed display under "Drill Attendance" and "Remarks". Complete the soldier's attendance information and make comments if necessary. Press **Enter**. The next soldier's attendance information appears. When you complete the last soldier you return to figure J-123.

| | | |
|--|----------------------|-----------------|
| ESC - Return to Menu | F5 - Previous Screen | ENTER - Process |
| Name: | Drill Attendance: | Remarks: |
| SCOTT RICHARD | | |
| SSN: 221232111 Rank: CPT | | |
| Assigned: GAIN | | |
| Comments: | | |
| Expected gain, 16 JUN 93 | | |

Figure J-125. Example of anticipated gain (1379 Maintenance-Front)

(8) Type in the soldier's name (last name then first), SSN, rank and comments for soldiers who are "Anticipated Gains" to your unit. Type in **GAIN** in the "ASSIGNED" field. Press **Enter**. Figure 7-16 appears again but all fields are blank. Press **ESC** when through adding "Anticipated Gains" and you return to the 1379 FILE MAINTENANCE menu.

(NOTE: Do not use "ASSIGNED" in this module to assign new soldiers. You will ADD ALL newly assigned soldiers to the PERSONNEL database.)

c. To perform **1379 FILE MAINTENANCE (BACK)** follow the steps below.

From the CLAS main menu ...

(1) **Tab** to **PER**. Press **Enter**.

(2) Select **PERSONNEL FILE MAINTENANCE**. Press **Enter**.

(3) Select **1379 FILE MAINTENANCE**. Press **Enter**.

(4) You have two options, 1379 MAINTENANCE (FRONT) and 1379 MAINTENANCE (BACK). Select **1379 MAINTENANCE (BACK)**. Press **Enter**. Figure J-126 appears.

```

F3 - RETURN TO MENU

                                UNIT SELECTION SCREEN

Place an 'S' next to the Unit you wish to select

ALL                               S  WCLASS
WVV299                           WVV29A
WVV29B

REPORT SELECTION
  
```

Figure J-126. Unit selection screen (1379 Maintenance-Back)

(5) Select the unit you want to perform 1379 MAINTENANCE (BACK) on. Press **Enter**. Figure J-127 appears.

```

ESC - Return to Menu           F5 - Previous Screen           ENTER - Process

                                Unit ID      : WCLASS
                                FISCAL Year  : 1993
                                Month       : APR
  
```

Figure J-127. Fiscal year and month (1379 Maintenance-Back)

(6) Type in the Fiscal Year and month. Press **Enter**. Figure J-128 appears.

```

ESC - Return to Menu           F5 - Previous Screen           ENTER - Process

Type of Training              Place of          Pay          Drill          Dates          Hours
                              Assembly              Group          Num
AFPT TEST                     EAST POINT, GA   A             32             930402         1730-2100
COMMON TASK TRAINING          EAST POINT, GA   A             33+34          930403         0730-1630
CTT TEST                      EAST POINT, GA   A             35+36          930404         0730-1630

Training Authorization
APPROVED BY HQ, 18 DIVISION, 30 SEP 92
  
```

Figure J-128. Unit training schedule (1379 Maintenance-Back)

(7) Type in the types of training your unit performed during drill weekend, location of drill weekend, your unit's pay group (**A** = 48 drills authorized, **B** = 24 drills authorized), drill numbers, dates of drill weekend and hours. Type in who approved your unit's training. Press **Enter**. Figure J-129 appears.

| | | |
|--|----------------------|-----------------|
| ESC - Return to Menu | F5 - Previous Screen | ENTER - Process |
| Remarks (Back Page) | | |
| (You have 18 lines to type in your remarks.) | | |

Figure J-129. Remarks section (1379 Maintenance-Back)

(8) Type in any remarks you need to have on the DA Form 1379. You have 18 lines for your remarks. Press Enter when you are through adding "Remarks". Figure J-127 appears. Press ESC. You return to the PERSONNEL FILE MAINTENANCE menu.

d. Now that you have completed your 1379 maintenance you can print your DA Form 1379. To print a DA Form 1379 follow the steps below.

From the CLAS main menu ...

- (1) Tab to **PER**. Press **Enter**.
- (2) Select **PERSONNEL REPORTS**. Press Enter.
- (3) Select **DA FORM 1379**. Press **Enter**. Figure J-130 appears.

| | |
|--|-----------------|
| ESC - RETURN TO MENU | ENTER - PROCESS |
| UNIT SELECTION SCREEN | |
| Place an 'S' next to the Unit you wish to select | |
| ALL | S WCLASS |
| WVV299 | WVV29A |
| WVV29B | |
| REPORT SELECTION | |

Figure J-130. Unit selection screen (DA Form 1379 Print)

- (4) Select the unit you want to print a DA FORM 1379 on. Press **Enter**. Figure J-131 appears.

| | | |
|---|----------------------|-----------------|
| ESC - Return to Menu | F5 - Previous Screen | ENTER - Process |
| Unit ID : WCLASS | | |
| FISCAL Year : 1993 | | |
| Month : APR | | |
| NOTE: You MUST have done 1379 Maintenance (Personnel) File Maint Menu) to update the 1379 data for this month PRIOR to executing this function or your printed 1379 will be incomplete. | | |

Figure J-131. Year and month to be printed (DA Form 1379 Print)

- (5) Type in the Fiscal Year and month. Press **Enter**. Figure J-132 appears.

| | | | | | |
|--|---|----------------------|-------|-----------------|-------|
| ESC - Return to Menu | | F5 - Previous Screen | | ENTER - Process | |
| Unit ID: WCLASS | | | | | |
| Year: 1993 | | | | | |
| Month: 4 | | | | | |
| Completed 30 Day Plans | | Day#1 | Day#2 | Day#3 | Day#4 |
| 1. | 1-30 APR 93 | 02 | 03 | 04 | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| Enter an 'S' to Select One of the Following: | | | | | |
| (You MUST Select One) | | | | | |
| S | 1. Constructive Attendance (Total Assembly) | | | | |
| | 2. Constructive Attendance (USAR School) | | | | |

Figure J-132. 30 day window/constructive attendance (DA Form 1379 Print)

(6) Type in your unit's 30 day training "window" and drill dates. **Tab** to constructive attendance. Type in an **S** next to one of the constructive attendance options. Press **Enter**. Figure J-133 appears.

| | | | | | | | |
|--|--------------|----------------------|------------------|--------------------|----------------------|--------------|------------|
| ESC - Return to Menu | | F5 - Previous Screen | | ENTER - Process | | | |
| Total UTAs | Total RST | Total ET | Total Excused | Total Unexcused | Total Asby | Total PER | Percentage |
| 102 | 10 | 2 | 5 | 1 | 90 | 84 | 93.33 |
| Adjustments: | | | | | | | |
| Total UTAs for Soldiers on Incapacitation Pay: | | | | 1 | (Added to Total PER) | | |
| Total UTAs for Soldiers Assigned but not Joined: | | | | 1 | (Added to Total PER) | | |

Figure J-133. Constructive attendance adjustments entry (DA Form 1379 Print)

(7) Figure J-133 displays total number of UTAs, RSTs, ETs, excused absences, unexcused absences, total assembly, total personnel and constructive attendance percentage. You will type in the number of anticipated gains and incapacitated soldiers (if you have any). Press **Enter**. Figure J-134 appears.

| | | | | | | | |
|----------------------|--------------|----------------------|------------------|--------------------|---------------|--------------|------------|
| ESC - Return to Menu | | F5 - Previous Screen | | ENTER - Process | | | |
| Total UTAs | Total RST | Total ET | Total Excused | Total Unexcused | Total Asby | Total PER | Percentage |
| 102 | 10 | 2 | 5 | 1 | 90 | 86 | 95.56 |

Figure J-134. Adjusted constructive attendance (DA Form 1379 Print)

(8) Figure J-134 displays a final constructive attendance percentage adjusted for the gains and incapacitated soldiers. Press **Enter**. Figure J-135 and figure J-136 prints.

| | | | | |
|---|--|-----|----------------------------|--|
| DA FORM 1379 | U S ARMY RESERVE COMPONENTS UNIT RECORD OF RESERVE TRAINING | | RPT CNTL SYMBOL AG534 | |
| UNIT DESIGNATION AND LOCATION 199TH TRAINING CO 1280 RIVERDALE ROAD EAST POINT GA 34012-4412 | | | TCC: UIC:WCLASS FPC: | FOR MONTH OF APRIL 1993 |
| NAME | RANK | SSN | SCHED DRILL ATTEND DATE | APPROPRIATE DUTY OR EQUIVALENT INST/DUTY |
| GOTTSTEIN GARY PAUL SGT 234567890 | | | 02 03 04 Z Z Z | |
| PENDING TRF TO IRR FOR UNSAT. PART. | | | Z Z Z | |
| HUSLIG WILLIAM MAURICE SSG 456789012 | | | C C C | ADT 1-30 APR 93 (30) |
| | | | C C C | |
| JACKSON SUZANNE MARIE SPC 123456789 | | | P P P | |
| | | | P P P | |
| JOHNIGAN SCOTT RICHARD 2LT 121212121 | | | S S R R | P 29 APR 93 F1 P 30 APR 93 F1 P 24 APR 93 Y1 |
| RPT TO ASSEMBLY 13 APR 93 WITH IMPROPER HAIR CUT | | | S S S U R R | |
| RABBIT ROGER ROY SPC 567890123 | | | P P P | |
| | | | P P P | |
| WILSON CORNELL PAUL PVT 345678901 | | | T T T | |
| ENTERED ON IADT 1 MAR 93 | | | T T T | |
| ** ATTACHED ** | | | | |
| EGELAND MICHAEL DEMCHOK 1LT 678901234 | | | P P P | |
| | | | P P P | |
| ** ANTICIPATED GAINS ** | | | | |
| SCOTT RICHARD CPT 221232111 | | | | |
| Expected gain, 16 JUN 93 | | | | |
| COMPLETED 30-DAY PLANS | CONSTRUCTIVE ATTENDANCE UTA/MUTA DATES | | TOTAL ASBY | TOTAL PER PERCENTAGE |
| 1-30 APR 93 | 02,03,04 APR 93 | | 00090 | 00086 95.56 |

Figure J-135. Sample DA Form 1379 report (Front)

J-34. Disaster Recovery Plan (DRP)

a. The DRP, previously known as COOP, is your MUSARC's contingency plan for reporting soldier's IDT performance to the ADARS CPC in the event of hardware failure, software failure, communications failure, physical disaster or other emergencies. The DRP is an item of review during visits and inspections. You file the DRP under MARKS number 37.

b. The MUSARC's finance NCO/Officer, with guidance from the MUSARC's IMO, is responsible for developing and implementing your MUSARC's DRP. The MUSARC's finance NCO/Officer is responsible for disseminating the DRP to all ADARS users. The MUSARC's finance NCO/Officer will perform an annual update of the DRP to ensure it is current. The DRP is a very important part of ADARS and CLAS so we recommend the MUSARC's Commanding General signature on the DRP to draw attention to its importance.

c. A sample DRP memorandum is at figure J-137. Some parts of the sample DRP are universal to all MUSARCs, while other parts may not address your MUSARC's uniqueness. Therefore, **the sample DRP at figure J-137 is only a guide**. AR 340-15 and Army TM 18-108 gives detailed information on how to develop a DRP.

| | |
|--|------|
| AFRC-XX (37) | DATE |
| MEMORANDUM FOR SEE DISTRIBUTION | |
| SUBJECT: Automated Drill Attendance Reporting Software's (ADARS's) Disaster Recovery Plan (DRP) | |
| <p>1. Purpose. The DRP provides guidance for on-site and alternative site procedures in preparation for and conduct of contingency operations (hardware, software, communications failure or physical disaster or other emergency). The DRP will ensure soldier's Inactive Duty for Training (IDT) performance is reported both accurately and timely to the ADARS Central Processing Center (CPC) while adhering to proper internal controls.</p> <p>2. Mission. One of the primary support role of the 999th ARCOM is the pay of its most important asset, the soldier. ADARS is the means for reporting IDT attendance for pay and relies on proper attendance taking procedures, automated input, and designated hardware, software, and communications mechanisms for its successful processing and transmission. All functional areas lending to the operation of ADARS shall be proactive in their role in supporting ADARS under any and all contingencies.</p> <p>3. Responsibilities. The following 999th ARCOM personnel are to be contacted, as appropriate, for assistance in regard to any ADARS contingency.</p> <p style="padding-left: 40px;">Finance NCO/Officer - SFC Im Hereforu (415) 555-4321 Alternate - MAJ Weare Able (415) 555-5432</p> <p style="padding-left: 40px;">IMO Representative - SSG Ican Fixit (415) 555-9876 Alternate - CPT Ifhecant Ican (415) 555-8765</p> <p>4. Preventive and Preparatory Measures.</p> <p style="padding-left: 20px;">a. Unit Administrator will -</p> <p style="padding-left: 40px;">(1) Secure Syquest disk when not in use.</p> <p style="padding-left: 40px;">(2) Not expose hardware or software to scanning devices, microwaves, or extremes in temperature.</p> <p style="padding-left: 40px;">(3) Always carry Syquest disk in plastic cover and floppy disks in paper covers.</p> <p style="padding-left: 40px;">(4) Never remove Syquest disk from hard drive while computer is processing.</p> <p style="padding-left: 40px;">(5) Maintain a blank current unit (ADARS approved) unit attendance roster on file.</p> <p style="padding-left: 40px;">(6) Back-up computer on a weekly basis and after unit drill input. Keep back-up floppy disks in a safe, secure place.</p> <p style="padding-left: 40px;">(7) Secure ADARS back-up transmission files (floppy disks) in a safe place.</p> <p style="padding-left: 20px;">b. MUSARC's Finance NCO/Officer will -</p> | |

Figure J-137. Sample Disaster Recovery Plan (DRP) memorandum

AFRC-XX

SUBJECT: Automated Drill Attendance Reporting Software's (ADARS's) Disaster Recovery Plan (DRP)

(1) Establish ADARS input capability at the MUSARC's DCSRM office as an alternate site for Unit Administrators (UA) to use or to mail in unit attendance rosters. Designate in writing MUSARC's Finance NCO/Officer with the authority to perform this function.

(2) Monitor unit drill schedules and transmissions and provide timely feedback to UAs.

c. MUSARC's IMO Representative will -

(3) Establish maintenance contracts on hardware.

(4) Establish library of loaded Syquest disks.

5. Contingencies. Not all possible contingencies can be listed. The MUSARC's Finance NCO/Officer and IMO are to be kept informed by your unit's UA, assist in assessing damage, assist in evaluating operational alternatives and provide guidance to your UA when unique circumstances exist.

a. Hardware Failure.

(1) Unit Administrator will -

(a) Contact MUSARC's Finance NCO/Officer with status.

(b) Contact MUSARC's IMO representative for assistance in repairing your computer.

(c) If hardware failure occurred after attendance input and CREATE/PRINT/PREPARE TXNS, take both your Syquest disk and floppy disk to your designated alternate site and transmit from your designated alternate site.

(d) If hardware failure occurred while entering attendance data (prior to CREATE/PRINT/PREPARE TXNS), take your Syquest disk to your designated alternate site and continue processing your attendance data using Syquest disk. Remember, at your alternate site you must FIRST recompile your Syquest disk to their computer!

(2) MUSARC's Finance NCO/Officer will follow-up to insure drill attendance data is successfully processed and transmitted.

(3) MUSARC's IMO Representative will manage all hardware repairs.

b. Software Failure.

(1) Unit Administrator will -

(a) Run the Recompile program.

(b) If the Recompile program doesn't correct the problem, contact the MUSARC's Finance NCO/Officer.

(c) Contact MUSARC's IMO for assistance and/or requesting new Syquest disk.

(d) If software failure occurred following attendance input and CREATE/PRINT/PREPARE TXNS, take your floppy disk (containing your unit's pay transactions file) to your designated alternate site and transmit your pay transactions file from your designated alternate site using MANUAL TRANSMISSION FROM FLOPPY procedures.

(e) If software failure occurred while entering attendance data (prior to CREATE/PRINT/PREPARE TXNS), obtain a new Syquest disk or return your damaged Syquest disk to your MUSARC's IMO. Recover your unit's Personnel files to your new Syquest disk using your unit's back-up disks. Continue entering your unit's attendance data.

(f) If another Syquest disk cannot be obtained in a timely fashion, and all alternatives have been explored, you can request to mail your unit's attendance rosters to the MUSARC's Finance NCO/Officer for their input into their ADARS or seek USARC approval for input by your servicing RCPSO.

Figure J-137. (continued) Sample Disaster Recovery Plan (DRP) memorandum

AFRC-XX

SUBJECT: Automated Drill Attendance Reporting Software's (ADARS's) Disaster Recovery Plan (DRP)

(2) MUSARC's Finance NCO/Officer will -

(a) Analyze alternatives with your unit's UA.

(b) If no other alternatives, obtain your unit's attendance rosters from your unit's UA and post attendance data/transmit from the MUSARC's headquarters.

(c) If necessary, seek USARC approval for assistance from your servicing RCPSO (See "Catastrophic Failure" for approval authorities.) Coordinate with servicing RCPSO and your unit's UA regarding mailing of unit attendance rosters.

(3) MUSARC's IMO Representative will -

(a) Provide instructions to your unit's UA for further diagnosis or correction of software.

(b) Provide your unit's UA with replacement Syquest disk if required.

(c) Reprogram old Syquest disk if salvageable

(d) Notify USARC's CLAS Office of significant number of software failures.

c. Communications Failure (Unattended Transmission).

(1) Unit Administrator will -

(a) If Transmission Results Report indicates unsuccessful transmission and your Pay Transactions files are still in your computer, attempt another unattended transmission that night. If unattended transmission is not practical for any reason, use manual transmission from hard drive.

(b) If your unit's Pay Transactions files were transmitted but your unit's UA receives word from your MUSARC's Finance NCO/Officer that your unit's Pay Transactions files were damaged during transmission, your unit's UA must retransmit your unit's Pay Transactions files using MANUAL TRANSMISSION FROM FLOPPY.

(2) MUSARC's Finance NCO/Officer will -

(a) Inform your unit's UA of ADARS CPC rejects, warnings or non-receipt of your unit's Pay Transactions files and provide guidance on corrective action.

d. Catastrophic Failure - Loss of all capabilities of your ADARS/computer and no alternatives are available other than requiring support from your unit's servicing RCPSO in submitting your unit's attendance data to DFAS-IN.

(1) Unit Administrators will -

(a) Contact the MUSARC's Finance NCO/Officer.

(b) Upon receipt of instructions from MUSARC's Finance NCO/Officer, mail the original signed unit attendance rosters and DA Form 1380's by express mail to your servicing RCPSO. Don't forget to keep copies!

(2) MUSARC's Finance NCO/Officer will -

(a) Contact the USARC's Systems and Training Chief or the USARC's Finance and Accounting Division Chief, who will telephonically advise your RCPSO's Chief of Reserve Pay.

(b) Contact your servicing RCPSO to ensure they have received telephonic approval from one of the USARC officials listed above. Coordinate mailing requirements.

(c) Provide your unit's UA the RCPSO's address, attention line, and any other instructions on mailing your unit's attendance rosters.

Figure J-137. (continued) Sample Disaster Recovery Plan (DRP) memorandum

AFRC-XX

SUBJECT: Automated Drill Attendance Reporting Software's (ADARS's) Disaster Recovery Plan (DRP)

e. General Order of DRP Procedures. Whenever any other failures occur (other than the ones mentioned), alternatives can be derived by answering the following questions listed below. You will use the most efficient and effective alternatives.

(1) Should the CLAS software or any part of the CLAS software be recompiled?

(2) If the Pay Transactions file(s) have been prepared, can they be transmitted using MANUAL TRANSMISSION FROM HARD DRIVE or MANUAL TRANSMISSION FROM FLOPPY?

(3) If the Pay Transactions file(s) have been prepared, will RECREATE TL or RECREATE INDIVIDUAL TRANSACTION solve the loss or error in record(s) or Pay Transactions file(s)?

(4) Should the inoperable Syquest disk be returned to the MUSARC's IMO and a new one obtained, restoring the database using backed-up floppy disks?

(5) Is it necessary to use an alternative site (using Syquest disk or floppy disk containing your Pay Transactions files)?

(6) Should MUSARC's Finance NCO/Officer submit your unit's attendance data?

(7) Should your servicing RCPSO submit your attendance data? (See catastrophic failure).

6. Prohibitions. Unit Administrator will not attempt to restore lost data from back-up floppy disks to Syquest disk or manipulate damaged data without the assistance of the MUSARC's IMO representative.

Encl

IHAVE SPOKEN
Major General, USA
Commanding

Figure J-137. (continued) Sample Disaster Recovery Plan (DRP) memorandum

| SPECIFIED ALTERNATIVE ADARS SITES | | | |
|-----------------------------------|---|--|----------------|
| <u>Unit</u> | <u>Alternative Site/ Address</u> | <u>Unit Administrator Name/Alternate</u> | <u>Phone</u> |
| Unit A | USAR Center 111 Mariposa Blvd. Mariposa, MS | Ms. Coy | (415) 555-4567 |
| | | Mr. Alert | (512) 555-7777 |
| Unit B | 999th ARCOM 999 Hdqtrs Way | SFC Stable | (415) 555-4444 |
| | | Ms. Larkin | (415) 555-6464 |
| Unit C | USAR Center 333 Hoboken Hoboken, AL | SSG Tremble | (515) 555-6767 |
| | | Mr. Prince | (515) 555-1111 |
| Enclosure 1 | | | |

Figure J-137. (continued) Sample Disaster Recovery Plan (DRP) memorandum - enclosure

Section VIII

ADARS Trouble Shooting

J-35. Successful Transmission Messages

See table J-1 for explanations and actions to be taken upon receipt of successful transmission messages.

| Table J-1. Successful Transmission Messages | | |
|--|---|--|
| MESSAGE | WHAT IT MEANS | ACTION |
| - <i>abcde123.adr copied to 9601040803 successful (the directory name is an example. It changes daily)</i> | Valid File Transmitted in proper TL sequence. | None. |
| - <i>Sequence gap from 120 to 123</i> | Valid file transmitted but TL was NOT next in sequence. | Verify the proper TL was transmitted. |
| - <i>File Accepted - TL transmitted previously</i> | Valid file transmitted but the same TL was transmitted previously. | Verify the proper TL was transmitted. |
| - <i>File Exists in Daily Dir - Rejected</i> | The pay file exists in the USARC daily directory, normally indicating the pay file was already transmitted. | Check the ADARS report on the Finance and Accounting BBS the next day. Verify that the number of records received was the number of records sent. |

J-36. Unsuccessful Transmission Messages

See table J-2 for explanations and actions to be taken upon receipt of unsuccessful transmission messages.

| Table J-2. Unsuccessful Transmission Messages | | |
|---|---|---|
| MESSAGE | WHAT IT MEANS | ACTION |
| - <i>Machine ID Code Is Invalid (MIC)</i> | The Machine ID Code (MIC) for this Unit has not been transmitted to the USARC. | Notify your Pay POC at the RSC/DRC immediately. |
| - <i>PAS Code Not present in the table for MIC</i> | The Pay UIC and Site ID for the unit are not the same at the unit's machine and at the USARC. | Notify your Pay POC at the RSC/DRC immediately. |
| - <i>File exists in Daily Directory - Different Data - Rejected</i> | The TL number you transmitted exists for that file, but the data it contains is different. | Wait till the next day and download the ADARS report from the Finance and Accounting BBS. If the record count is the same as your preview report, do nothing. If the record count is different, recreate the file and retransmit. If you still do not feel confident about the transmission, call your Pay POC for assistance. |

J-37. Unsuccessful Transmission Messages (handled in a like manner)

Table J-3 shows unsuccessful transmission messages that should all be handled in the same manner.

- Delete the file from Commo. To do this put a D next to the file, press F6. Your system will connect with the NCC and clean out the directory.
- Go to ADARS, then MAINTENANCE, then RECREATE TL.
- Recreate the TL that received the unsuccessful transmission message, and send it again.

| Table J-3. Unsuccessful Transmission Messages (handled in a like manner) | |
|--|---|
| MESSAGE | ACTIONS |
| Packlist Failed RECCNT | (1) Delete the file from Commo. To do this put a D next to the file, press F6. Your system will connect with the NCC and clean out the directory. |
| Packlist Failed Unit Compare | |
| File was not Received | |
| Cdr Cnt???? Doesn't Match Reccnt??? | (2) Go to ADARS, then MAINTENANCE, then RECREATE TL. |
| Copy of Good Files to Daily Dir Failed | (3) Recreate the TL that received the unsuccessful transmission message, and send it again. |

J-38. Transmission Problems

If you are unable to transmit pay, the disk can be taken to any CLAS system and transmitted. Remember, get pay out first....fix the problem later.

J-39. Cannot Transmit Pay

- a. Make sure the phone line is securely plugged in.
- b. Test Modem - Select Transmission Procedure under the Commo menu. Select Test Modem.
- c. Verify the phone number - Select Utilities, select Unit Data File Select your MIC. The number is 18002901249. If you have to dial an outside line, make sure that is in the number with a comma after it.
- d. Verify Modem Initialization String - From the Main Menu.
 - (1) Select COMMO.
 - (2) Modem Initialization Procedures.
 - (3) Create Modem Initialization.
 - (4) Press F4, then Enter.
 - (5) Continue to press F4 until MODEM TYPE showing has a "Y" in the "IS THIS MODEM ATTACHED TO THIS MACHINE" area.

[NOTE: If the red block is blank, call your higher headquarters for the correct string. You must have S7=90 ^M somewhere in the string.]

J-40. Common Problems

Table J-4 shows common problems and their solutions.

| Table J-4. Common Problems | |
|---|---|
| PROBLEM | SOLUTION |
| <i>You get a busy signal when trying to transmit pay.</i> | The lines are busy. Do an unattended transmission at night. The ADARS transmission must be scheduled before the up and downloads from your RSC/DRC. |
| <i>The message "NO CARRIER" shows on the screen.</i> | Print the "Transmission Summary Report". If you are getting an error message take the appropriate action. You can get this message if the lines are busy. |
| <i>When transmitting, you get the message "NO KEYWORDS MATCH ADARS" across the screen.</i> | Your MIC is no longer in the table. Contact your Pay POC at the RSC/DRC immediately. |
| <i>Soldier RST'd the same day the unit drilled.</i> | Go back to the unit drill, change the "S" to a "R". Create and send the file. This will only pay the soldier you changed. NOTE: You can go from a non-pay code to a pay code, but not from a pay code to a non-pay code. |
| <i>You have sent in the unit drill, but some soldiers did not get paid even though they were on the TL.</i> | Go to the 2405 you have for those soldiers. Compare the SSN and name to what you have in CLAS. If a correction needs to be made in CLAS make the change and do an individual recreate for each soldier. DO NOT SEND THE ENTIRE UNIT FILE AGAIN. |
| <i>You created file with incorrect drill dates or incorrect drill codes.</i> | If the file has been transmitted and sent to DFAS, you must collect the incorrect drill before paying the corrected drill. Send a collection to the RCPSO on a 22-R. Make the correction in ADARS using the individual recreate. |

J-41. Fiscal Year Drill Limits

- a. As you get closer to the end of the year, be sure you are checking the 2405 for the number of drills for which the soldier has been paid. When the ADARS system says the soldier has EXCEEDED DRILL LIMIT, do some research. Only submit drills for the number that will not take him/her over the authorized CFY.
- b. Type 11 and Type 21 drills are inclusive of the 48 type 11s authorized.
- c. EXAMPLES:
 - (1) If a soldier performed 44 type 11s and 4 type 21 drills, this soldier cannot receive any further payment for type 11 drills for the fiscal year.
 - (2) If a soldier has performed 44 drills and you send in a MUTA 5, the DJMS-RC system will reject the entire line.
 - (3) If you receive a deficiency letter from the RCPSO do an "individual recreate" ONLY for the number of drills the soldier will actually be paid for.

J-42. The "NEVER DOs"

- a. **NEVER** boot out of CLAS. Hold the CTRL key and press the PAUSE BREAK key. You will get a window. At that point, select "QUIT FOCUS."
- b. **NEVER** bring a disk from home and use without scanning for viruses first. This is especially important when downloading from the Internet. There are many viruses out there. REMEMBER, this is the 90s -- **SAFE COMPUTING!**

J-43. Basic Maintenance Procedures

- a. DAILY:
 - (1) Run the latest MCAFFE Virus check
 - (2) After creating any transactions, backup all FOC files. You should have at least 3 weeks of back ups.
- b. MONTHLY:
 - (1) Recompile - Log out of CLAS and WINDOWS. Turn the PC off. Then turn the PC back on. Log back into CLAS. Select UTILITIES, then USER WRITTEN, and type ATTCOMPI. Once it has completed its run, log out of CLAS and WINDOWS.
 - (2) Turn the PC off and back on again.
 - (3) Rebuild Focus Files. - This can take a very long time (as much as four hour s). Be sure you do not try to stop the process once it has started. To access, select REBUILD FOCUS FILES and rebuild CLAPERS AND ATTENDDB in that order.

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Appendix K

Transaction Identification Number (TIN) Chart

This appendix contains TINs used by the RCPSOs in processing data into soldier's pay accounts on DJMS-RC. Table K-1 references the appropriate pay/administrative action, the section of the UH022-2405 History Report where that action is found, and the data fields on the report that are impacted.

| Table K-1. Pay actions and the sections and data fields affected on the 2405 report | | | |
|--|---------------|--|--|
| PAY ACTIONS | TIN | 2405 REPORT SECTION | DATA FIELD |
| PROMOTION | 113 | ADMINISTRATIVE | GRADE, EAD |
| COMPLETE AIT | A24 | ADMINISTRATIVE | NPS |
| | | DRILL MASTER DATA | AUTHORIZED CFY |
| PAY DATE ADJUSTMENT | 106 | ADMINISTRATIVE | PAY DATE |
| SEPARATION | 900 | ADMINISTRATIVE | LOSS, DOS |
| REASSIGNED FROM ANOTHER TPU | A09 | ADMINISTRATIVE | PAS, PAS-PR |
| HOME ADDRESS CHANGE | A07 A08 | ADMINISTRATIVE | ADRS-3, ADRS-4 ADRS-EFT-DT STREET ADDRESS, CITY, STATE ZIP |
| | | PAYMENT RECORD DATA | |
| EXTEND/REENLIST | A81 | ADMINISTRATIVE | ETS, DATE-ENLIST |
| ESTABLISH/PAY BONUS | B03 | ADMINISTRATIVE | BONUS TYPE |
| TERMINATE BONUS | | | AMT-LAST-PD INSTL NBR, TOTAL PD DATE LAST PD, DATE-ENLIST, RSN-TERM, MO-NBR-PARTIC, GROSS-AMT-RECOUP |
| | | DEDUCTIONS (PAYMENTS, COLLECTIONS ONLY) | ALL FITW AND FICA FIELDS, ST TAX FIELDS DEPENDING ON AMOUNT OF PAYMENT |
| CHANGE SSN | 102 | ADMINISTRATIVE | SSN, SSN-PR |
| CHANGE NAME | 104 | ADMINISTRATIVE | NAME |
| AT/ADT/ADSW OVER 30 | A24 | ENTITLEMENTS | AD PD TO DATE PAY STATUS AND ANY APPLICABLE ALLOWANCE, BAS, VHA, HFP, IP, ETC APC1, ORD-NBR-1 |
| | | DIRECT DEPOSIT/ MOB DATA | |
| BAQ START/STOP/ CHANGE | A15 | ENTITLEMENTS | BAQ-STAT, DT/DOB BAQ-STAT-DT |
| ESTABLISH OR STOP INCENTIVE PAY | A19 | ENTITLEMENTS | IP-TYPE DATES |
| ESTABLISH MEDICAL/ DENTAL/VET/OPTOM SPECIAL PAY | A28 | ENTITLEMENTS | MDVO, P/MSD |
| PAY OR REPORT PYMT OF UNIFORM ALLOW | B061, B062 | ENTITLEMENTS | UA-TYPE UA-PAY-DT |
| ORDERED TO IADT | A24 | DIRECT DEPOSIT/ MOB DATA | AD-CODE-DATES |
| AGR TOUR OR DEATH START/CHANGE EFT | A18 | DIRECT DEPOSIT/ MOB DATA | DIRECT-DEPOSIT-STA CODE, DIRECT-DEP-EFF-DATE CO-CODE PYMT-OPT-TYPE ACCT-POLICY-NBR |
| | | PAYMENT RECORD DATA | CO-CODE |

Table K-1. (continued) Pay actions and the sections and data fields affected on the 2405 report

| PAY ACTIONS | TIN | 2405 REPORT SECTION | DATA FIELD |
|--|------------------|--|---|
| ESTABLISH, STOP CHANGE SGLI | A27 | DIRECT DEPOSIT/ MOB DATA | SGLI-CURRENT SGLI-PRIOR |
| ANY COLLECTION RESULTING IN A DEBT DS DV3 | DF, DG DQ, DR | DIRECT DEPOSIT/ MOB DATA | DEBT-ON-FILE (DV03 ESTABLISHES SGLI DEBT FOR NON DUTY PERFORMANCE) |
| CHANGE STATE OF LEGAL RESIDENCE | A26 | DEDUCTIONS | FITW-W2-STATE |
| CHANGE FEDERAL TAX EXEMPTIONS/MARITAL STATUS | A17 | DEDUCTIONS | FITW-EXEMPT-OPT FITW-MAR-STATUS W-4 DATE |
| PAYMENT AT/ADT/ADSW A4 | C01, | DEDUCTIONS FIELDS, ST TAX FIELDS DEPENDING ON AMOUNT OF PAYMENT | ALL FITW AND FICA |
| | | PAY HISTORY | RAPS-DAY-CTR DA-PD |
| | | CALENDAR DATA | DAY AND MONTH |
| PAYMENT OF IDT | B10, B11 | DEDUCTIONS | ALL FITW AND FICA FIELDS, ST TAX FIELDS DEPENDING ON AMOUNT OF PAYMENT |
| | | PAY HISTORY | RAPS-DAY-CTR DA-PD |
| | | CALENDAR DATA | DAY AND MONTH |
| | | DRILL MASTER DATA | PERFORMED CFY |
| PAYMENT OF INCAP | D02 | CALENDAR DATA | DAY AND MONTH |
| | | DEDUCTIONS | ALL FITW AND FICA FIELDS, ST TAX FIELDS DEPENDING ON AMOUNT OF PAYMENT |
| REPORTING PAID LEAVE | A06 C11 | PAY HISTORY | FI-IND, LV PAID LV-TK, LV ACCD |
| REPORT ENTITLEMENT TO VA COMPENSATION OR RESERVE PAY | A21 | PAY HISTORY | WAIVER |
| COLLECTION OF IDT, AT/ADT/ADSW | B12, C3 | PAY HISTORY | RAPS-DAY-CTR DA-PD |
| | | DEDUCTIONS FIELDS | ALL FITW AND FICA |
| | | CALENDAR DATA | DAY AND MONTH |
| | | DRILL MASTER DATA | PERFORMED CFY (IDT COLLECTIONS ONLY) |

Appendix L

Reserve Associate Support Program (RASP)

AC Participating Units

L-1. Assistance in locating, coordinating, and follow-on training support for Reserve Component soldiers must be coordinated through the Directorate of Reserve Components Support (DRCS) Activities at the installation listed. The unit should contact the RASP training installation immediately upon soldiers departure for Initial Entry Training (IET).

L-2. Regional Support Command, and Direct Reporting Command (RSC & DRC) Finance personnel should ensure all Master Military Pay Accounts (MMPAs) are established on DJMS-RC for their RASP soldiers prior to departure for IET. Any MMPAs not established prior to departure should be passed through the Reserve Pay Division, Ft McCoy, to the USARC DCSCOMPT for appropriate actions.

L-3. A list of Active Component Installations participating in the Reserve Associate Support Program (RASP) Pilot Test follows:

U.S. Army
Fort Benning
ATTN: Directorate of Reserve Components
Fort Benning, GA 31905-0000
Off: (706) 545-6569; (DSN 835)

U.S. Army
Fort Bragg
ATTN: Directorate of Reserve Components
Fort Bragg, NC 28307-5000
Off: (910) 396-4918, Ext 6006; (DSN 236)

U.S. Army
Fort Campbell
ATTN: Directorate of Reserve Components
Fort Campbell, KY 42223-6007
Off: (502) 798-6959; (DSN 635)

U.S. Army
Fort Drum
ATTN: Directorate of Reserve Components
Fort Drum, New York, 13602
Off: (315) 772-5109/6100

U.S. Army
Fort Eustis
ATTN: Directorate of Reserve Components
Fort Eustis, VA 23604-5350
Off: (757) 878-5420, Ext. 5704; (DSN 792)

U.S. Army
Fort Hood
ATTN: Directorate of Reserve Components
Fort Hood, TX 76544-5000
Off: (254) 287-3197; (DSN 737)

U.S. Army
Fort Lee
ATTN: Directorate of Reserve Components
Fort Lee, VA 23801-0000
Off: (804) 734-7971; (DSN 687)

U.S. Army
Fort Lewis
ATTN: Directorate of Reserve Components
Fort Lewis, WA 98433-0000
Off: (253) 967-0163; Ext. 0143; (DSN 357)

U.S. Army
Fort Polk
ATTN: Directorate of Reserve Components
Fort Polk, LA 71459-5000
Off: (804) 728-5113; (DSN 768)

U.S. Army
Fort Riley
ATTN: Directorate of Reserve Components
Fort Riley, KS 66442-0000
Off: (913) 239-9668; (DSN 856)

U.S. Army
Fort Stewart
ATTN: Directorate of Reserve Components
Fort Stewart, GA 31314-5121
Off: (912-767-8230; (DSN 870)

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Appendix M

USARC Finance & Accounting Bulletin Board System (BBS)

[This appendix contains a instructions on how to access the USARC bulletin board using the Center Level Application Software (CLAS) System.]

M-1. General

Reserve Component soldiers are paid through the Automated Drill Attendance and Reporting System (ADARS) which is a subsystem of CLAS. Personnel authorized access to the USARC Finance and Accounting BBS must follow these instructions.

M-2. Bulletin Board System (BBS) Instructions

The BBS can be accessed through the CLAS system. The phone number to the BBS is 1-800-290-1276. To access the BBS follow the instructions below. ***[THE 81ST RSC IS USED AS AN EXAMPLE. THE LETTERS/NUMBERS TO CHOOSE ARE DIFFERENT FOR EACH COMMAND.]***

If you do not know your logon to the BBS call your RSC/DRC.

- **LOG ON TO CLAS**
 - A. Choose communications
 - B. Choose transmission procedures
 - C. Choose native procomm

When you have the blank screen do "ALT D". This will put you in the dialing directory. Go to the next blank line, using the arrow keys. Press the R. This will give you the revise entry screen. Input the following by using the enter key to go to the next line.

NAME: USARC BBS

NUMBER: **18002901276** (if you have to dial an outside line first, put this in front of the number;
e.g., 9,18002901276.)

BAUD: 2400 (THIS CAN BE UP TO 14400 DEPENDING ON YOUR MODEM)

PARITY: NONE

DATA BITS: 8

STOP BITS: 1

DUPLEX: FULL

PORT: COM2 (alt p at the blank screen will give you the port

SCRIPT: (TO BE LEFT BLANK)

PROTOCOL: XMODEM

TERMINAL: ANSI

MODE: MODEM

PASSWORD: (TO BE LEFT BLANK)

META FILE: (TO BE LEFT BLANK)

KBD FILE: (TO BE LEFT BLANK)

NOTE FILE: (TO BE LEFT BLANK)

Press enter until a small block on the side of the screen appears.
answer each question as follows:

CLEAR LAST DATE AND TOTAL? (Y/N) NO

ACCEPT THIS ENTRY? (Y/N) YES

SAVE ENTRY TO DISK? (Y/N) YES

After you have entered all the information press enter
until the revise screen goes away. Press enter one more
time to dial the number.

• **LOGGING ON THE BBS**

If you do not receive a prompt to log on, press enter one time.
This should bring up the greeting/log on screen.
The screen will ask for the following: be sure you have your caps
lock on, press enter after each entry.

**IF YOU DO NOT HAVE A LOGON TO THE BBS CONTACT YOUR
RSC/DRC.**

FIRST NAME?

LAST NAME?

PASSWORD?

YOU ARE NOW AT THE MAIN MENU

**HQ USARC
FINANCE & ACCOUNTING
DIVISION
BULLETIN BOARD**

Bulletin Boards
[C] Commands
[I] Units
[A] All Users/FLASH
[X] Finance Commands

Features
[U] Utilities
[N] New Password
[T] Talk to SYSOP
[S] Sysop Menu
[H] Help
[G] Goodbye

Your Sysop:
Ms Andree Devine

AREAS NOT RESPONDING WHEN SELECTED ARE UNAUTHORIZED FOR YOUR USE

Command

AT THE MAIN MENU YOUR CHOICES ARE: (choose the letter or number in brackets)

[I] FOR UNITS
[A] FOR ALL USERS
[U] FOR UTILITIES
[N] FOR NEW PASSWORD
[T] FOR TALK TO SYSOP

*[NOTE: SYSOP COMMANDS AND FINANCE COMMAND ARE NOT AVAILABLE
AT THE UNIT LEVEL.]*

• **READING MESSAGES FROM YOUR HIGHER COMMAND**

1. At the main menu choose **I**
2. At the units BBS menu choose the number/letter in brackets. Each command has a different number/letter; i.e., the number for the 81st units and DRUs is 4.

<4> 81st RSC 'S Units and DRUs

3. At the RSCs units and DRUs choose the letter in brackets.

YOU ARE NOW AT THE BOARD FOR YOUR COMMAND. YOUR CHOICES ARE:

<1> DOWNLOAD A PERMANENT FILE...RECEIVE
<2> READ MESSAGES FROM 81ST RSC
<3> WRITE MESSAGES TO 81ST RSC
<4> READ CUBBYHOLE MESSAGES

• **HOW TO READ MESSAGES**

Choose the number that corresponds with reading messages.

the screen shows:

Type **P** to pause, **S** to Stop, **N** to skip to next msg

(**F**)orward or (**R**)everse Multiple
 (**N**)ew Messages
 (**M**)arked Messages
 (**S**)elective Retrieval
 (**I**)ndividual Messages(s)
 (**A**)bort Retrieve

Which One?

F - displays oldest messages first
R - displays newest message first
M not used
S - select (f)rom, (t)o, or (s)ubject?
I - displays a specific message by number. You must know the message number
A - aborts read

• **USING THE COMMAND LINE WHILE READING MESSAGES**

At the end of each message is a command line. They are:

(**C**)UBBY, (**R**)EPLY, (**A**)GAIN, (**N**)EXT, OR (**S**)TOP
 AND SOMETIMES (**F**)ORWARD AND (**D**)EL
IF YOU CHOOSE:

C - CUBBYHOLE- puts the message in a file for future reference
R - REPLY- if you want to send a message back to the sender. If there are other replies to a message, do not reply till it asks
 If you want to add your reply

- A - AGAIN-** lets you read the same message over again
- N - NEXT-** shows you the next message. You can also press enter
- S - STOP-** stops reading messages
- F- FORWARD -** if a message was sent by you or to you, you can forward the message to someone else
- D- DELETE-** you can delete a message you sent or a message sent to you.

• HOW TO WRITE A MESSAGE

Choose **3**. The screen will say the following:

Who is message to? Correct BBS Address
What is the subject? Should be the subject of your message
Is message private(y/n)? If the message has an SSN or is personal in nature be sure to answer yes.
 If the screen says 'not in userlog', you are using an incorrect address. Check utilities for the correct address.
Is this correct(Y/N)? If all is correct answer yes.
Submit prepared msg text(y/n)? See "how to do a prepared text" below
USE full screen editor(y/n)? If you answer yes, you will get a full screen to type on. Use the arrow keys to makes changes. After Completing the message, **press the escape key**. You will get a command line. **Choose S For SAVE**.

If you choose no, **USE FULL SCREEN EDITOR** the system will give you a line by line entry screen.

After completing the message, press enter twice. At the command line choose s to save.

You can also write a message by replying to a message sent from someone else. To do this, at the command line choose r for reply. The screen will ask you the same questions as above. Answer appropriately.

• HOW TO DO A PREPARED TEXT

If a message is going to be long, you might want to type the message in a word processor before putting it on the BBS. The message must **be a text file**, and must not contain more than 60 characters per line. after preparing the file, log on to the BBS. Go to write a message. when the screen ask "**submit prepared msg text(y/n)?**" Answer **y**.

1. At the protocol screen choose **K**
2. Press the **page up key**
3. At the protocol screen choose **K**
4. In the small box enter the drive and file name, i.e.,
a:\filename.txt. The extension must be included in the file name
5. **Before saving the message, at the command line choose V for view;** this will show the message exactly like the recipient will see it.
 IF It looks correct choose **S** for save.

• CARBON COPY

It is possible to send the same message to more than one address without having to type it over again.

1. At the to line put the address of the first recipient.
2. On the first line of the message type:
CC: BBS address 1, BBS address 2, BBS address 3,
 there is a space after the colon and a space after each comma

You can put as many different BBS addresses that will fit on the first line. They must all be valid addresses. After the last address, even if you have not reached the end of the line, press enter. after typing the message, at the command line choose S. The screen will say copying.....
 if that does not happen you did not use carbon copy correctly. If one of the recipients is not in the user log, you will be advised of this. Messages using carbon copy are always private.

• QUOTE BACK

The BBS has a feature called "quote back". This allows you to include all or part of a message you received in the reply message you send. To use this do the following.

1. Go to the message you are replying to
2. At the command line choose **R for reply**
3. Choose full screen editor
4. Hold the **Ctrl key down and press Q**
5. At the bottom of your screen it will show:
beginning line # or (l)ist: choose l
 the message you are responding to will be in the block.
 you can use all or part of the message, by putting in the beginning line number that corresponds with the part of the message you want to use. And the ending line number.

YOU CAN QUOTE BACK AS MUCH OF THE ORIGINAL TEXT AS YOU LIKE, ANYWHERE IN THE MESSAGE YOU ARE SENDING.

• USING COMMAND LINE WHEN WRITING MESSAGES

(L)IST, (V)IEW, (E)DIT, (F)ILE, (Q)UIT, (S)AVE OR (H)ELP?

- L - list-** will show the message you typed with line numbers next to each line
- V - view-** shows the message like the receiver will see it
- E - edit-** lets you go to full screen editor or edit line by line.
 the full screen editor is easier to use.
- F - file-** used to enclose a file with a message
- Q - quit-** stops writing message
- S - save-** you must save a written message or it will go nowhere
- H- help-** explains the previous

• HOW DOWNLOAD FILES

The **ADARS CPC** will place reports on the BBS daily listing all files sent to DFAS . To find the reports, at the **MAIN MENU CHOOSE A**. you can only do a read here. Choose 1 for read. Choose either **R OR N**. Find the ADARS file for that day. Your command may also put files out for you to download. You can download other files in the same manner.

1. At the main menu choose **A**
2. Choose **READ A MESSAGE**.
3. Choose **N OR R**. Look for the ADARS message. Go to the end of it.
4. Go to the command line on the message choose **E FOR ENCLOSURES**.
5. Choose **K AT THE PROTOCOL SCREEN**.
6. Press the **PAGE DOWN KEY**.
7. Choose **K DOWNLOAD PROTOCOL SCREEN**
8. A box will appear on the screen. **ENTER A:\FILE NAME PRESS ENTER**

[THE file will start downloading. After it is finished downloading and you are finished reading messages press G then n. This will exit you from the system.]

• VIEWING A FILE

1. Exit to DOS from CLAS.
2. At the c:\clas501. Type **a: press enter**. Your screen should now show a:\
3. Type dir. This will show the file you just downloaded.
4. If the file you downloaded is zipped type **pkunzip filename.zip**

[There are two files, the exception report and processed transaction report. The processed transaction report is sorted by site id. find your file and check the record count to be sure it agrees with what you transmitted.]

5. To look at the files the DOS editor is the easiest thing to use.
 - a. Type **edit *.rjt or edit *.rpt**.
6. Files can also be download from the '**download a permanent file**' to do this:
 - a. Choose 1 download a permanent file....receive
 - b. A list of files will pop up. Press enter until you get a Command line.
 - c. Choose **D for download**, press enter.
 - d. The screen asks for a file name. Put in the name of the file you want to download including the extension.
7. A protocol screen will come up. **Choose K**.
8. The screen will say '**awaiting signal**' press the **page down key**.
9. At the next protocol screen choose **K**. In the block type **a:\file name**.
the file should now start downloading. Follow the instructions above to unzip the file if needed.

- **USING UTILITIES**

1. At the main menu choose u for utilities
2. Choose **4** user list
3. Type search key or <cr> to quit:

type whatever you know about the user you are looking for. i.e.,
if you are looking for the address to the 100th DRC you might
type in 100. This will give you all users with 100 in their address.
if you cannot find a user in the log, do not use a wrong address.

**NOTE: ALL MESSAGES WITH A SSN MUST BE PRIVATE. MESSAGES WITH
A SSN THAT ARE NOT PRIVATE WILL BE DELETED.**

The BBS is relatively easy to use, but can be scary the first few
times. Remember you cannot hurt anything. The very worst that can
happen, is the system will lock up. If this should happen,
you can boot out. This should be the only time you ever boot out
of CLAS.

HAVE FUN!!

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Appendix N

Reserve Pay Mobilization Checklist

N-1. Reserve Component soldiers called to active duty for Presidential Selected Reserve Call-up (PSRC), Partial Mobilization, or Full Mobilization to support Contingency Operations will be paid on Defense Joint Military Pay System-Reserve Component (DJMS-RC).

N-2. Regional Support Command, and Direct Reporting Command (RSC & DRC) Finance personnel should ensure all Master Military Pay Accounts (MMPAs) are established on DJMS-RC for their soldiers.

N-3. RSC and DRC should ensure mobilizing soldiers have the applicable information or documents in place and correct with appropriate actions taken prior to departing home station (see sample checklist at fig N-1).

N-4. The information below pertains to Power Projection Platforms (Mobilization Stations) that could be used to process soldiers for deployment.

N-5. A sample mobilization checklist is provided at figure N-1 for the processing of individual soldiers or reserve units for deployment in support of the various contingency operations is on the next page.

N-6. A list of Power Projection Platforms which could be designated as the responsible mobilization station follows:

Fort Bragg
Defense Accounting Office (DAO)
ATTN: Reserve Pay Section
Fort Bragg, NC 28307-5000
Off: (910) 396-3739

Fort Campbell
Defense Accounting Office (DAO)
ATTN: Reserve Pay Section
Fort Campbell, KY 42223-6007
Off: (502) 798-5017/7180

Fort Carson
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Carson, CO 80913-5024
Off: (719) 526-6233

Fort Drum
Defense Accounting Office
ATTN: Reserve Pay Section
Fort Drum, NY 12189-4050
Off: (518) 266-5506

Fort Hood
Defense Accounting Office
ATTN: Reserve Pay Section
Fort Hood, TX 76544-5224
Off: (817) 287-8660

Fort Lewis
Defense Accounting Office
ATTN: Reserve Pay Section
Fort Lewis, WA 98433-5000
Off: (206) 967-5609

Fort Polk
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Polk, LA 71459-5000
Off: (318) 531-8648/7136

Fort Riley
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Riley, KS 66442-5008
Off: (913) 239-3511

Fort Stewart
24th Finance Battalion
ATTN: Reserve Pay Section
Fort Stewart, GA 31314-5121
Off: (912-767-5755

Fort Dix
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Dix, NJ 08640-5000
Off: (609) 562-6065

Fort McCoy
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort McCoy, WI 54656-5000
Off: (608) 388-3608

Fort Benning
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Benning, GA 31905-5333
Off: (706) 545-4719

Fort Bliss
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Bliss, TX 79916-6380
Off: (915) 568-7234

Fort Eustis
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Eustis, VA 23604-5350
Off: (804) 757-2526

Fort Sill
Defense Military Pay Office
ATTN: Reserve Pay Section
Fort Sill, OK 73503-0328
Off: (405) 442-2191/2192

| | ITEM | ACTION REQUIRED | | REMARKS |
|----|---|-----------------|----|---------|
| | | YES | NO | |
| a. | Copy of last LES (Not applicable to IRR/IMA) | | | |
| b. | Five (5) copies of orders, annexes, and amendments. | | | |
| c. | DA Form 5960, Authorization to Start, Stop, or Change BAQ and/or VHA (married soldiers) | | | |
| d. | DD Form 137, Application for BAQ (Single soldiers w/dependents must have supporting documents). | | | |
| e. | Copies of mortgage contract or rental/lease agreement to establish monthly cost for VHA computation and to support claims for BAQ by soldiers without dependents (unable to occupy primary residence owned by the soldier or for required rental payments). | | | |
| f. | DD Form 2058, State of Legal Residence Certificate. | | | |
| g. | DD Form 2558, Authorization to Start, Stop, or Change an Allotment. | | | |
| h. | SF Form 1199A, Authorization to Start, Stop, or Change an Allotment. | | | |
| i. | DA Form 3685, JUMPS-DJMS Pay Elections. | | | |
| j. | TD Form IRS W-4, Employee Withholding Allowance Certificate. | | | |
| k. | DD Form 214, Certificate of Active Duty, or pay voucher to document accrued leave payments. | | | |
| l. | DD Form 1561, Statement to Substantiate Family Separation Allowance. | | | |
| m. | DA Form 2405, Master Military Pay Account (MMPA), provided by unit. | | | |
| n. | VA Form 21-8951, Notice of Waiver of VA Compensation or Pension to receive military pay and allowance. (Must be sent to DFAS if receiving retired pay.) | | | |
| o. | VA Form 8286 SGLV, Servicemen Group Life Election and Certificate. | | | |
| p. | Supporting Documents for - Special or Incentive pays. - Promotion orders (if pay grade on LES is incorrect). | | | |
| q. | Provide the following information to USARC Comptroller after unit departs for MOB station: - # Soldiers Assigned: - # Soldiers Deployed: - # Advance/Casual Pays: - Any significant pay problems: | | | |
| | | | | |

Figure N-1. Sample format for a Reserve pay mobilization checklist

Glossary

Section I Abbreviations

| | |
|-----------------|--|
| AANT | Additional Assembly for Nuclear Training |
| AAUTA | Additional Airborne Unit Training Assembly |
| ACIP | Aviation Career Incentive Pay |
| AD | active duty (other than extended active duty) |
| ADARS | Automated Drill Attendance Reporting Software |
| ADSW | active duty for special work |
| ADT | active duty for training |
| AFTP | Additional Flight Training Period |
| AGR | Active Guard Reserve |
| APEIC | Advance Payment of Earned Income Credit |
| AR | Army Regulation |
| ARCOM | Army Reserve Command |
| ARNG | Army National Guard |
| ARPERCEN | U.S. Army Reserve Personnel Center |
| ASD | Aviation Service Date |
| AT | annual training |
| ATA | Additional Training Assembly |
| BAQ | Basic Allowance for Quarters |
| BAS | Basic Allowance for Subsistence |
| BP | basic pay |
| CAR | Chief, Army Reserves |
| COLA | Cost of Living Allowance |
| COMM | commercial |
| CONUS | Continental United States |
| CONUSA | Continental United States Army |
| COOP | Continuity of Operations Plan |
| COP | Component of Pay |
| DA | Department of the Army |
| DAO | Defense Accounting Office |
| DFAS-IN | Defense Finance and Accounting Service - Indianapolis Center |
| DJMS | Defense Joint Military Pay System |
| DJMS-AC | Defense Joint Military Pay System Active Component |
| DJMS-RC | Defense Joint Military Pay System Reserve Component |
| DODFMR | DOD Financial Management Regulation |
| DODPM | Department of Defense Military Pay and Allowances Entitlement Manual |
| DOG | date of gain |
| DOS | date of separation |
| DSSN | Disbursing Station Symbol Number |
| EFT | Electronic Funds Transfer |
| EOM | end of month |
| ET | equivalent training |
| FDP | foreign duty pay |
| FICA | Federal Insurance Contribution Act |
| FITW | Federal Income Tax Withholding |
| FLPP | Foreign Language Proficiency Pay |
| FSA | Family Separation Allowance |

| | |
|---------------------|--|
| GPLD | Government property lost or damaged |
| HALO | High Altitude Low Opening |
| FY | fiscal year |
| HDIP | Hazardous Duty Incentive Pay |
| HF | hostile fire pay |
| HOR | home of record |
| HPLR | Health Professions Loan Repayment Program |
| IADT | initial active duty for training |
| IAS | Immediate Access Storage (Record Span) |
| IDT | inactive duty training |
| IET | Initial Entry Training |
| IP | incentive pay |
| IRR | Individual Ready Reserve |
| IRS | Internal Revenue Service |
| JFTR | Joint Federal Travel Regulation |
| JPT | Jump Proficiency Training |
| JUMPS | Joint Uniform Military Pay System |
| LES | leave and earnings statement |
| MACOM | Major Army Command |
| MDVO | special pay for medical, dental, veterinary, & optometry officers |
| MEPS | Military Entrance Processing Station |
| MMPA | master military pay account |
| MMPF | master military pay file |
| MOS | military occupational specialty |
| MPO | military pay operations |
| MPV | military pay voucher |
| MSC | Major Subordinate Command |
| MUSARC | Major U.S. Army Reserve Command |
| MUTA | Multiple Unit Training Assembly |
| NAF | nonappropriated fund(s) |
| NCO | noncommissioned officer |
| NGB | National Guard Bureau |
| NPS | no prior service |
| OCAR | Office of the Chief Army Reserve |
| OCONUS | Outside the Continental United States |
| OHA | Overseas Housing Allowance |
| OSD | Officer Service Date |
| PAC | Personnel and Administration Center |
| PAS | Personnel Accounting Symbol |
| PEBD | pay entry basic date |
| PEC | Program Element Code (AF) |
| PFR | personal financial record |
| PG | pay group |
| POC | point of contact |
| PRN | Payroll Number |
| RC | Reserve Component |
| RCIS | Reserve Component-Input Subsystem |
| RCPSO | Reserve Component Pay Support Office |
| RMA | Readiness Management Assembly |
| RST | rescheduled training |
| SF | Standard Form |
| SGLI | Servicemen's Group Life Insurance |
| SIDPERS-USAR | Standard Installation Division Personnel System-U.S. Army Reserves |
| SITE-ID | site identification |
| SITW | State Income Tax Withholding |
| SLRP | Student Loan Repayment Program |
| SRI | Selective Reserve Incentive Program |
| SSD | Single Source Data |

| | |
|----------------|---|
| SSLI | State Sponsored Life Insurance |
| SSN | Social Security Number |
| ST-PGMA | State Pay Group/Mobilization Augmentee Code |
| TAPDB-R | Total Army Personnel Data Base Reserves |
| TD | Treasury Department |
| TIN | transaction identification number |
| TL | Transmittal Letter |
| TPU | Troop Program Unit |
| UCM | Uniform Code of Military Justice |
| UIC | unit identification code |
| UPA | Unit Pay Administrator |
| USAR | United States Army Reserve |
| USARC | United States Army Reserve Command |
| USPFO | United States Property and Fiscal Office |
| UTA | Unit Training Assembly |
| VA | Veterans Administration |
| VRA | Variable Housing Allowance |

Section II Terms

Accession

Establishment of a master military pay account on the DJMS-RC in order to make payments for performance of active and inactive duty.

calendar year

The period of 1 January through 31 December for any given year.

Component of Pay

A code that identifies the entitlement being paid or collected.

Discrepancy letter

A letter from the servicing RCPSO that identifies erroneous and/or missing data which may require some corrective action from the unit.

end-of-month

The final update in a processing month update.

entitlement

The legal right to receive items of pay. The term normally applies to the items of pay earned within a specified period.

fiscal year

The period of 1 October (year) through 30 September of the following year.

Gain Indicator

A code that indicates if a soldier has a complete pay account.

in lieu of date

The date an inactive duty drill was performed in place of the scheduled date.

DJMS-AC

The central computer system for Active Army and Air Force pay at the DFAS Centers.

DJMS-RC

The central computer system for the Reserve Components of the Army and Air Force at the DFAS-Centers.

Leave and Earnings Statement

A computer produced statement of account activity for soldiers paid under DJMS-RC.

Loss Indicator

A code that identifies if a soldier has a separation on the MMPA.

mailing address

The address to where the LES and TD FORM W-2 is mailed to the soldier. May also be the check destination.

Master Military Pay Account

An account established for each soldier paid through DJMS-RC that identifies administrative, entitlement and pay data. This account is maintained at the DFAS-IN.

non-prior service soldier

A soldier who has no previous military service and has not completed initial Active Duty for Training.

Pay Date

The new term for Pay Entry Basic Date.

Pay Entry Basic Date

The date from which a soldier's creditable service is computed for basic pay purposes. It is the initial date of continuous service or the date adjusted to execute lost time or breaks in service.

pay status

A code that identifies the status of a soldier. (e.g. on an Active Duty long tour, deceased).

Pay Support

A team designated to service the pay accounts of specified units.

Paying Update

DJMS-RC runs which post all transactions received from all RCPSOs and produces updated records and accounts. Additionally, these runs will produce soldier payments, LESs and other related payment/reports.

Payroll number

A three character code assigned by the RCPSO to identify each unit payroll.

personnel accounting symbol

Consists of the two position site identification of a unit and the six position unit identification code.

prior service soldier

A soldier who has prior military service and has completed Initial Active Duty for Training.

RCIS Personnel Data File

A file locally maintained within RCIS at the RCPSO. Do not confuse with the MMPA.

Reserve Component Pay Support Office (RCPSO)

An intermediary between units and the Defense Finance and Accounting Service-Indianapolis Center. The RCPSO controls, edits, creates transactions; and transmits data to DFAS-IN as required.

Site-ID

A code that represents the RCPSO.

substantiating document

Written evidence to prove a payment or collection of an entitlement.

Update

A process where input transactions are edited and processed to post the addition, deletion or changes to a soldier's account.

verifying official

A person authorized to attest to the accuracy or official authenticity of written statements or documents, including those that support a demand for payment.

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